

FALKIRK OTTER ASC

**45th ANNUAL
AGE GROUP SWIM MEET
2019**



**Grangemouth Sports Complex
Abbots Road, Grangemouth, FK3 9JB**

Saturday 23rd & Sunday 24th March 2019

Saturday & Sunday Morning Sessions: Warm-up 9.00hrs Start 10.00hrs
Saturday & Sunday Afternoon Sessions: Warm-up 13.30hrs Start 14.30hrs

Licence Number: WD/L3/028/0319 Saturday
WD/L2/027/0319 Sunday

FALKIRK OTTER ASC

Invite you to our

45th ANNUAL AGE GROUP SWIM MEET

23rd & 24th March 2019

Falkirk Otter ASC invites you to their 45th Annual Mini Age Group Swim Meet to be held at Grangemouth Sports Complex, Abbots Road, Grangemouth, FK3 8JB, Under SASA Licence no WD/ WD/L3/028/0319 Saturday & Licence WD/L2/027/0319 Sunday.

The meet again is over 2 days with Saturday targeted at the 7-12 years age group for the usual 50m events but includes a 100m IM swim. Sunday is targeting the 11-15 years age group with the swims being the 100m events with distance swims of 200m IM & 400m Free.

MEET INFORMATION

VENUE Grangemouth Swimming Pool, Abbots Road, Grangemouth, FK3 8JB

POOL 25m x 6 lanes, anti-wave lane ropes

EVENTS 7-12 years 50m all strokes, 100m IM. (Saturday 23rd March)
11-15 years 100m all strokes, 200m IM & 400m Free. (Sunday 24th March)

Saturday Morning has a 6x50m mixed 7-10years freestyle relay – 3 girls & 3 boys (1 girl and 1 boy from each age group in that order and ascending age).

Saturday Afternoon has a 4x50m mixed 11/12 years freestyle relay – 2girls & 2 boys (1 girl, 1 boy from each age group in that order and ascending age)

Sunday Afternoon has a 6x50m mixed 11-15 years freestyle relay – 3girls & 3 boys (1 girl and 1 boy from each age group in that order and ascending age)

Swimmers can swim up an age group in the relays only. All swimmers swimming in a relay must have swam in the swim meet and can only be entered into one relay. All events are heat declared winners. It may be necessary to limit the number of heats in certain events.

AGE GROUPS Saturday Morning: 7-8 years, 9 years, 10 years.
Saturday Afternoon: 11 years, 12 years.
Sunday Morning & Afternoon: 11years, 12-13 years, 14-15 yrs
Age of entrants is age on last day of session.

SESSIONS There will be 4 sessions as follows:
Morning – warm ups 9.00am session starts 10.00am
Afternoon – warm ups 1.30pm session starts 2.30pm

ENTRY FEES £6.00 per 50m individual events and £6.00 per +100m individual event
£11 per relay events

Fees should be paid directly into the Falkirk Otter ASC bank account using ref “Your club name FOMM19”. BACS details as follows:
Falkirk Otter ASC,
Bank of Scotland, Sort Code: 80-05-56 Account:00112179

Fees should be paid prior to the closing date for entries. In event that you are unable to pay electronically then please submit a cheque with your entries prior to the closing date. The club reserves the right to decline any club from the event in event of late payment of fees.

ENTRIES

Swimmers details and current times should be detailed on the relevant entry file and submitted to the gala convenor electronically. Clubs must ensure that all swimmers have a current SASA/ASA registration. The entry file this year has been split to permit to comply with accreditation requirements.

Hytek Team Manager Event File can be Obtained via **Swim Scotland web site** by downloading, or by emailing Kenny Myles at Email: falkirkottergalaconvenor@gmail.com
Closing date for entries is **midnight Wed 20th February 2019.**

NO LATE ENTRIES WILL BE ACCEPTED.

It is the responsibility of the entry secretary of the club to ensure that the club code, swimmers names, IDs and DOBs are correct. A check should also be carried out on the HyTek entry file check prior to the submitting to ensure that all entry details are correct, to avoid delays in processing.
<https://www.swimmingresults.org/competitionentrycheck/>

In event that the meet is over subscribed then the Gala Convenor will have sole discretion in scratching swimmers. **Please note that the club is unable to refund any swim fees for confirmed swims after the entries have been confirmed.**

OFFICIALS

As we are applying for accreditation on the L2 event on the Sunday we will be required to have the minimum number of Technical Officials for each session. We would look for the clubs to provide a ratio of Technical Officials according to the number of swimmers entered for both the Saturday (to aid smooth running) and the Sunday event (to ensure accreditation).

| No of swimmers per session | STO requirements |
|----------------------------|---|
| Up to 5 | 1no TK |
| 5-10 | 2no TKs and 1no TO which should be J1 or above |
| 11-20 | 3no TOs of which there should be at least 1no J1 or above and the balance as TKs |
| 20+ | 4no TOs At least 1no J1 or above At least 1no J2 or above And the balance as TKs |

We would request that clubs provide the names and roles of the STO's at the time of entry on the Gala Entry Form. Travelling expenses will only be paid to officials with no participating swimmers".

AWARDS

Medals/Ribbons will be presented to 1st to 6th places for Saturday and Medals for 1st to 3rd place for Sunday and all relay events on both days. There will be awards for the top boy and girl in each age Group. The **'Otter Trophy'** for the **TOP CLUB** will be presented to the club with the most points at the end of the combined 2 days of scoring. Trophy to be returned after 1 year. Small trophy to be retained.

Medals presentations will be presented throughout the meet to allow rest periods for the swimmers.

GENERAL INFORMATION

1. Meet to be held under SASA rules. Enclosed is a health and safety declaration form to be completed and returned with your entry form to the gala convenor (mandatory).
2. All Swimmers must have a S.A.S.A. or A.S.A. registration number. Falkirk Otter will carry out a swimmer check and any discrepancies will be put back to the entering club to resolve.
3. Start sheets will be available to clubs prior to the start of each session. Please ensure you issue any withdrawals timeously.
4. Electronic Timing will be in operation. In the event of electronic failure, back-up manual timing will be used.
5. Withdrawals must be notified to the recorders no later than 40 minutes prior to the start of each session. Any withdrawals after that time will be identified as a No Show.
6. Once start sheets have been prepared no alterations shall be made.
7. It is the swimmers responsibility to check with the marshalls in the allocated area. Swimmers should report to the marshalls FIVE heats in advance of their race.
8. It is the responsibility of all club swimmers, coaches and team managers to ensure that all their swimmers can safely dive into the deep water as prescribed by current legislation.
9. There will be a maximum of 2 no reserve swimmers for each event. Would clubs also note that under no circumstances should any swimmer other than the one named on the start sheet go to the marshalling area.
10. No photographic or video equipment will be allowed in any area under the jurisdiction of the meet organizers without prior approval of the meet convenor. Application must be made on the approved SASA form at the meet entry desk. The Club reserves the right to refuse application for anyone not being able to provide evidence of a valid photographic ID, such as driving licence or passport.
11. Swimmers must act on the instructions given by the meet officials and behave in a reasonable manner at all times.
12. It is the responsibility of each club to ensure that their swimmers are aware of meet rules.
13. The Meet Management reserves the right to alter the programme and warm-up times if necessary. Anything not covered above or printed in the event programme will be at the convenor's discretion.
14. The convenor reserves the right to restrict entries in order to facilitate the smooth running of the meet. Entries will be accepted on time basis. Clubs should ensure entry times are accurate. Rejected entries will be refunded in full.
15. The club will endeavour to complete all fee reconciliations with one month after the event.
16. Falkirk Otter ASC nor Grangemouth Sports Complex can be held responsible for loss or damage to swimmer's, team staff or spectator's property. Swimmers are strongly advised to secure property in the lockers provided in changing rooms and not to leave belongings lying around unattended.
17. Outdoor footwear must not be worn at poolside.
18. There will be a Raffle stall.
19. Swimmers and Coaches must not take glassware into the showers or onto poolside otherwise they will be liable for expulsion from the meet.
20. Swimmers out with the pool side must wear dry clothing and footwear at all times.
21. There will be a café on site.
22. Start sheets will be issued to the clubs for marshalling only once the withdrawals are complete.
23. We ask that all swimmers and club representatives use the black bin bags provided for all rubbish and ensure that their seating area is left clean and tidy before they leave at the end of their session.”

FALKIRK OTTER ASC

ANNUAL MINI GALA – 24th & 25th March 2019

HEALTH AND SAFETY ANNOUNCEMENT

Controlling the Use of Photographic Equipment

The meet will run under the following guidelines:

- No photographic equipment (eg, Camera, Camcorder, camera phones, Ipads or similar such recording devices etc) is to be allowed on poolside, spectator gallery or any other area under the jurisdiction of the meet organisers without prior approval of the Gala Convenor or President of Falkirk ASC.
- Application to use photographic equipment must be made on the approved SASA form at the entrance desk.
- Application can be made on the day to the meet convenor or to the meet convenors appointed official. Applicant must provide photographic proof of identity when applying for the consent and carry such proof when intending to use photographic equipment.
- No photographic equipment is allowed in the changing rooms, shower or toilet accommodation.
- A reminder that photo's and video clips can only be uploaded to secure club websites and not into the public domain.

Falkirk Otter ASC would like to thank all parties in advance for strict cooperation in these matters.

FALKIRK OTTER ASC

ANNUAL MINI GALA – 23rd & 24th March 2019

HEALTH AND SAFETY DECLARATION

In order to comply with accreditation and health and safety requirements of the meet, this form must be full signed and returned along with entry information.

I confirm that all the entered swimmers have paid their current SASA/ASA Annual Competitive Fee or are affiliated members of their governing body.

I confirm that all entered swimmers have a current SASA/ASA membership number and swim for my club.

I understand that any swimmer subsequently found to be entered without a SASA, ASA etc number will be automatically rejected.

I confirm that all entered swimmers have been trained and are competent to dive into deep or shallow water in a safe manner as prescribed by current/planned legislation.

I confirm that information regarding the use of photographic equipment has been passed on to swimmers, parents, STOs, helpers and guardians intending to travel to the meet.

I confirm that our swimmers will be reminded of the need to be courteous at all times, particularly to the marshals, and to remain quiet at the start of every race. I accept that those swimmers who do not show such courtesy will be removed from all their remaining swims at the discretion of the Gala Convenor.

I confirm that my coaches and poolside helpers will act as role models for the swimmers and engage with the swimmers; each other and the event organisers in a professional and courteous manner.

I acknowledge receipt of the Gala Safety Note 3 dated 03 12 18 and Falkirk Otter Risk Assessment for Galas, and will share these with all swimmers, coaches, poolside helpers, STOs, parents and guardians that are likely to be attending the event.

I confirm that our club will ensure that any allocated seating area is left clean and tidy before the end of the session.

Signed:

Print namePosition in Club.....

On behalf of:(Name of Club)

Return this form with entry payment no later than midnight Wednesday 20th February 2019 to:

**Kenny Myles, 73 Burns Avenue, Larbert, FK5 4FB,
The club will have the right to reject any entry where there is a failure by the entrant to submit the signed Health and Safety Declaration.**

Events

SESSION 101 WARM UP 09:00 AM START 10.00AM

| | | |
|-----------|-------|----------------------------------|
| EVENT 101 | GIRLS | 7-10 YRS 100M INDIVIDUAL MEDLEY |
| 102 | BOYS | 7-10 YRS 100M INDIVIDUAL MEDLEY |
| 103 | GIRLS | 7-10 YRS 50M BUTTERFLY |
| 104 | BOYS | 7-10 YRS 50M BUTTERFLY |
| 105 | GIRLS | 7-10YRS 50M BACKSTROKE |
| 106 | BOYS | 7-10YRS 50M BACKSTROKE |
| 107 | GIRLS | 7-10YRS 50M BREASTSTROKE |
| 108 | BOYS | 7-10YRS 50M BREASTSTROKE |
| 109 | GIRLS | 7-10YRS 50M FREESTYLE |
| 110 | BOYS | 7-10YRS 50M FREESTYLE |
| 111 | MIXED | 7-10 YRS 6 X 50M FREESTYLE RELAY |

SESSION 102 WARM UP 1.30PM START 2.30PM

| | | |
|-----------|-------|-----------------------------------|
| EVENT 201 | GIRLS | 11-12 YRS 100M INDIVIDUAL MEDLEY |
| 202 | BOYS | 11-12 YRS 100M INDIVIDUAL MEDLEY |
| 203 | GIRLS | 11-12 YRS 50M BUTTERFLY |
| 204 | BOYS | 11-12 YRS 50M BUTTERFLY |
| 205 | GIRLS | 11-12 YRS 50M BACKSTROKE |
| 206 | BOYS | 11-12 YRS 50M BACKSTROKE |
| 207 | GIRLS | 11-12 YRS 50M BREASTSTROKE |
| 208 | BOYS | 11-12 YRS 50M BREASTSTROKE |
| 209 | GIRLS | 11-12 YRS 50M FREESTYLE |
| 210 | BOYS | 11-12 YRS 50M FREESTYLE |
| 211 | MIXED | 11-12 YRS 4 X 50M FREESTYLE RELAY |

SESSION 201 WARM UP 09:00 AM START 10.00AM

| | | |
|-----------|-------|----------------------------------|
| EVENT 301 | GIRLS | 11-15 YRS 200M INDIVIDUAL MEDLEY |
| 302 | BOYS | 11-15 YRS 200M INDIVIDUAL MEDLEY |
| 303 | GIRLS | 11-15 YRS 100M BUTTERFLY |
| 304 | BOYS | 11-15 YRS 100M BUTTERFLY |
| 305 | GIRLS | 11-15 YRS 100M BACKSTROKE |
| 306 | BOYS | 11-15 YRS 100M BACKSTROKE |

SESSION 202 WARM UP 1.30PM START 2.30PM

| | | |
|-----------|-------|-----------------------------------|
| EVENT 401 | GIRLS | 11-15 YRS 400M FREESTYLE |
| 402 | BOYS | 11-15 YRS 400M FREESTYLE |
| 403 | GIRLS | 11-15 YRS 100M BREASTSTROKE |
| 404 | BOYS | 11-15 YRS 100M BREASTSTROKE |
| 405 | GIRLS | 11-15 YRS 100M FREESTYLE |
| 406 | BOYS | 11-15 YRS 100M FREESTYLE |
| 407 | MIXED | 11-15 YRS 6 X 50M FREESTYLE RELAY |

FALKIRK OTTER ASC
ANNUAL MINI GALA – SATURDAY 23rd & SUNDAY 24th March 2019

Summary Entry Form

this form must be completed in full and returned with any entries

| | | |
|------------|---------------|--|
| Club Name | Contact Name: | |
| Club Code: | Address: | |
| | Telephone: | |
| | E Mail: | |

| | No. | Total |
|-----------------------------------|-------|-------|
| Total Male Entries @£6.00 each | | £ |
| Total Female Entries @ £6.00 each | | £ |
| Total Relay Entries @ £11.00 each | | £ |
| | Total | £ |

| | | | |
|--------------|---|------------------|--|
| Total amount | £ | Signed | |
| | | Position in Club | |

Please arrange to pay by BACS to: **Falkirk Otter ASC** “Please use your short code club name then reference FOMM19”

Bank of Scotland Sort Code: 80-05-56 Account:00112179.

Officials/names

Session 1 Saturday Judge/s and level.....

TK/s.....

Session 2 Sunday Judge/s and level.....

TK/s.....

Session 1 Saturday Judge/s and level.....

TK/s.....

Session 2 Sunday Judge/s and level.....

TK/s.....

Return this form along with entries no later than Midnight Wednesday 20th February 2019

Kenny Myles, 73 Burns Avenue, Larbert, FK5 4FB, Mobile no. 07912299757

Falkirk Otter ASC

Prepared by Falkirk Otter ASC 3 December 2018

Safety Procedures for Galas

As part of the Club's approach to safety, wellbeing and protection we have provided some basic procedures and good housekeeping requirements for galas.

Coaches/STOs/Parents/ Guardians/helpers and swimmers please be aware of the safety procedures detailed below. These should be read in conjunction with the Club risk assessments located on our website. At the venue, please make yourselves familiar with the venue rules and procedures.

Pick Up and Drop off Procedures

Arriving for a Gala

Swimmers should get changed as quickly as possible and store clothing in the lockers provided. Swimmers should only go through to the poolside area if a lifeguard is present. Coaches/ poolside helpers or team managers should be available to guide their swimmers.

Valuables

Use the lockers provided and avoid bringing valuables to the gala. If you do have to bring valuables do not leave them unattended. Falkirk Otter ASC nor the sports venue cannot accept or take any responsibility for loss or damage to swimmer's, team staff or spectator's property

At Completion of a Gala

Under no circumstances should swimmers re-enter poolside after the gala has ended. If a swimmer realises they have left something poolside after the gala has finished they should go to reception and ask for assistance.

Parents should be ready to collect swimmers as soon as the gala is finished and encourage their swimmers to get vacate the changing area as quickly as possible (Gala start and end times are published in advance). The venue, clubs or officials do not operate a pick up and drop off register or supervise pick up and drop off.

Note if a swimmer becomes ill during a gala the Club's coach or team manager should contact the parent/guardian as required. Parents and Guardians to ensure they are contactable in such a circumstance.

Car Park Safety

The car parks at the swimming venues are very busy and parents/guardians/swimmers and other participants are advised to use the designated walking routes where these are available. It is the responsibility of the Parent/Guardian to ensure the safety of their swimmers and escort them across roads and parking spaces especially where the risk of collision with vehicles is present.

Poolside Safety

A safety announcement will be made at the start of each gala. All participants should carefully listen to and understand the instructions provided.

To avoid Trips and Slips, please ensure that swimming bags, kit bags floats etc. do not cause a trip hazard for those walking poolside. Suitable footwear must also be worn poolside and all areas at the venue.

If swimmers, coaches or officials notice any damaged or unhygienic conditions at the pool facilities that could lead to injury or hazard, please report these to the Head Referee or Senior official.

Falkirk Otter ASC

Prepared by Falkirk Otter ASC 3 December 2018

Swim equipment

To avoid impact on performance and to prevent potential injury, all parents/ guardians should ensure that swim equipment is in good condition and free from damage, especially where this could present a hazard. A spare set of goggles and cap, is recommended at every gala.

Swimmers outwith the poolside and changing area must wear dry clothing and footwear at all times.

Medication/ Injuries/ Medical Conditions

If swimmers have any medical conditions, disabilities or injuries that will affect their swimming, the club should ensure their coach or team manager is advised and if required suitably briefed on how to deal with this. Any such conditions should be notified to the Head Referee.

Diving

Coaches and team managers must ensure that all their swimmers can safely dive as prescribed by current legislation.

Accidents or personal injury on site

Contact the first aider on site or indeed follow normal procedures in event of an emergency and dial 999.

Photography

Photography is generally not permitted during Galas. The Gala organiser will post a notice accordingly.

Photography may be permitted at some galas if special permission is granted. At galas where photography is permitted a declaration form is to be signed by those wishing to take photographs and an identifying band is to be attached to the photographic device to confirm authority. These declaration forms will be available at the venue.

Eating and drinking

Swimming is a tough exercise and your body sweats in the water just like it would if you were running or playing another sport. When in the water, though, you usually don't notice that you're sweating. As a result, swimmers may not realise they are getting dehydrated. Swimmers should drink water between events and after they have finished. Prevention is the best approach to dehydration and you can keep rehydrating yourself by drinking water and replenishing any lost electrolytes.

Allergies should be declared to the team managers and or coaches in advance of the Gala

No glassware should be taken into the showers, changing rooms or onto poolside. Those who do so could be liable for expulsion from the meet.

Any waste must be properly discarded in waste receptacles or removed at the end of the session.

Behaviour

Any abusive behaviour and/or bullying will not be tolerated and, if required officials, coaches or team manager will draw any such matter to the attention of the senior official or Head Referee.

Swimmers must act on the instructions given by the meet officials and behave in a reasonable manner at all times.

It is the responsibility of each Parent / guardian and team managers and coaches to ensure that their swimmers are aware of meet rules, codes of conduct and gala procedures.

Falkirk Otter ASC

Prepared by Falkirk Otter ASC 3 December 2018

Use of mobile phones and mobile devices

It is the responsibility of the athletes / coaches and volunteers to adhere to the guidelines outlined in Scottish Swimming policy regarding mobile phones.

It is the parent's responsibility to allow their child to have a mobile phone/device and they should be aware if their child takes a mobile phone/device to an event.

Permission to have a mobile phone/device during events will be contingent on the parent/ guardian permission in the form of signed copy of the Scottish swimming or club policy.

There are mobile phone free areas at swimming galas and events. These are areas that are considered to be the most vulnerable and sensitive.

- **Changing rooms**
- **Toilets**
- **Showers**

There is a zero – tolerance policy in place in conjunction with Scottish Swimming with regards to use of mobile phone/devices by any individual in these areas. Notices to this effect may be posted in the changing areas.

Generally

The above procedures have been prepared to help manage Galas, swimming meets and similar events. It is not meant to be an exhaustive list and individual club officials, helpers, managers and coaches are to supervise the swimmers.

Please read along with Scottish Swimming Wellbeing and Protection Policy

This document should also be read in conjunction with any rules, regulations, fire action plans the venue operator imposes or communicates as part of the facility arrangements. These procedures may also be displayed on noticeboards and signage at the venue.

Any failure to abide by the rules should be reported to the Senior Official and, if appropriate, to either the Falkirk Otter President, the Gala Convenor, Wellbeing and Protection Officer or the Facilities Manager responsible for the venue.

If in doubt, then please ask

Thank you in advance for your corporation and assistance in these matters.

If any party believes the content to be incorrect or requiring to be updated, then this should be reported to the President of the Otter ASC or Gala Convenor who will make arrangements for review.

Team Management - RISK ASSESSMENT – RA2 REV 2) -15/12/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

| Potential Hazard | Who is at risk? | Potential impact prior to reduction measures High Med Low | How likely Very Likely Possible Unlikely | Control Measures | Responsibilities | Revised impact/ Likelihood after Control measures implemented | Action to be taken if risk occurs |
|--|---|--|---|--|---|---|--|
| Allergic reaction or Food allergies causing serious or life threatening incident | Swimmer, Coach, poolside assistant, official or spectator | High | Possible | <p>Parents/guardians to notify the individual club of any allergies, which are likely to cause harm through their own procedures. The individual clubs will then notify the Gala convener.</p> <p>Referee/ officials, coaches or swimmers involved in poolside activities will be notified of any allergy concerns and specific procedures identified in advance of Gala</p> <p>Eating certain food stuffs where there is a known allergy during swim sessions will not be permitted.</p> <p>Coach/ lifeguard or pool rescue attendant to monitor swimmers and participants.</p> <p>The club coaches or officials will not administer drugs unless qualified and authorised to do so</p> | <p>Gala Convener`</p> <p>Club Coach/Team manager/ officials</p> <p>Club Coach/Team manager</p> | Medium/ Unlikely | First Aider to be contacted if an allergic reaction occurs or is suspected. Venue will have a trained first aider. If required contact emergency services |
| Chemical or other foreign body in pool at wrong dosage or resulting in personal injury | Swimmer, Coach, poolside assistant or official | High | Very Likely | <p>Venue management to provide safe environment and control chemicals for pool and ensure safe storage of chemicals. Evidence of testing available for inspection if required</p> <p>Coaches/ team Mangers to monitor during session for rashes or other reactions</p> <p>If pool appears to be dirty or containing a foreign object which could create a hazard. The swimmers should leave the pool and Venue Management should be contacted and they will carry out cleaning procedure as required</p> | <p>Facilities coordinator</p> <p>Club Coach/ Team manager</p> <p>Coach/ Team manager/ Officials</p> | Medium/ Unlikely | Coaches, officials and helpers to notify of any concerns to referee, who will inform venue management immediately to ensure compliance. If coaches or officials are concerned the pool condition could cause harm they should suspend the meet |

Team Management - RISK ASSESSMENT – RA2 REV 2) -15/12/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

| | | | | | | | |
|---|---|--------|----------|--|---|---------------------|--|
| Pool incident occurs (requiring pool rescue) which could cause injury or Drowning | Swimmer, Coach, poolside assistant or official | High | Possible | Lifeguard to be present at all swimming meets. Pool rescue procedures to be implemented by trained staff if incident occurs | Gala Convener Lifeguard | Medium/ Unlikely | Gala Convenor to suspended if suitable lifeguard or poolside rescue cover is not available. If no lifeguard or poolside rescue available- no swimming First aider to be contacted if incident/accident occurs, or contact emergency services |
| Trips and slips causing injury | Swimmer, Coach, poolside assistant or official | Medium | Possible | Keep poolside and changing room area free from items, which could cause trip or slip. Provide note to clubs briefing on avoidance of trips and slips. Venue operator to provide safe facilities and surfaces, this should be checked and monitored regularly Suitable footwear to be worn when walking around poolside. Dry clothing to be worn when walking outside pool area to avoid creating slippery conditions in public area | Coach and poolside helpers Swimmers President Facilities coordinator | Low/ Unlikely | Coaches/officials and team managers to monitor and keep poolside edges and walkway areas clear of equipment etc that could cause trip or slip. In the event of an accident call the first aider or call emergency services Any obvious hazards that may present chance of injury / near miss to be reported to Gala Convenor for onward reporting. |
| Vehicle and pedestrian collision resulting in injury | Swimmer, Coach, poolside assistant, official or spectator | Medium | Possible | Parents/ Guardians should escort swimmers in busy car parks Stick to designated walkways where these are available Issue a note to clubs on car park safety Venue operator to provide safe car park facilities and surface | Parent / guardian President Venue operator | Low/ Unlikely | In the event of an accident call the first aider of venue or contact emergency services. |

Team Management - RISK ASSESSMENT – RA2 REV 2) -15/12/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

| | | | | | | | |
|---|---|--------|----------|--|---|------------------|---|
| Medication or pre-existing medical issues affecting participant resulting in injury | Swimmer, Coach, poolside assistant, official or spectator | Medium | Possible | <p>Parent/ Guardian/ participant to ensure club and coaching staff are aware of medical conditions</p> <p>Coach at Club to be informed of any pre-existing medical issues by Individuals parents/ guardians or from club records</p> <p>Coach/ lifeguard to monitor swimmers and participants.</p> | <p>Parent / Guardian</p> <p>Participating Club</p> <p>Coaches, poolside helpers lifeguard</p> | Medium/ Unlikely | <p>The club coaches or officials will not administer drugs.</p> <p>First aider to be on site during session if incident occurs or contact emergency services</p> <p>If swimmer becomes ill during meet and requires to stop. The club coach should contact the parent / guardian. Emergency contact list to be held by Club.</p> <p>Club to Provide Note to Parent and guardians about being available during gala s/meet if required</p> |
| Dehydration causing injury | Swimmer, Coach, poolside assistant or official | Medium | Possible | <p>Swimmers/ participant and officials to take drinking water to each gala. Water is available at the venue if required</p> <p>Coaches to allow rehydration during gala. Parents to ensure water bottles taken to training</p> <p>Provide Note to clubs re dehydration issues. See Gala safety note on Falkirk ASC website</p> | <p>Coaches and poolside helpers Parent / guardian</p> <p>President</p> | Low/ Unlikely | <p>If swimmers become dehydrated Coaches to allow rehydration during gala.</p> |
| Sporting activities – risk of injury. | Swimmer | Medium | Possible | <p>Suitable training for coaching staff to be provided by each club</p> <p>Club Coaches to be aware of potential injuries occurring.</p> | <p>Participating club</p> <p>Participating club</p> | Low/ Unlikely | <p>Coaches to stop swimmer from getting further injury by suspension of the swimmers session if required. Parent to be informed, if required,</p> |

Team Management - RISK ASSESSMENT – RA2 REV 2) -15/12/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

| | | | | | | | |
|---|-----|--------|----------|--|---|------------------|---|
| | | | | <p>Club Coaches to be informed by Parent/ Guardian of any injuries that could affect performance or could lead to further injury.</p> <p>Suitable provision of information to swimmers from coaches on avoidance of injury including stretches etc</p> | <p>Participating club</p> <p>Coaches, Team managers</p> | | <p>Individual Clubs to Provide Note to Parent and guardians about being available during session if required</p> <p>First aider on site if required or if severe call emergency services</p> <p>Defective equipment reported and replaced</p> |
| Compliance with normal operating procedures at pool or training venue resulting in injury | All | Medium | Possible | <p>Become familiar and comply with venue rules</p> <p>Parents and Guardians and staff be aware of Gala safety note published on Falkirk Otter ASC website. Parent /Guardians to be aware of their responsibilities for reading and understanding venue rules</p> | <p>Coaches, helpers, parents, Guardians</p> <p>President of host club</p> | Low/ Unlikely | All participants to make themselves aware of venue regulations and follow venue instructions if incident occurs |
| Fire at venue causing injury or death | All | High | Possible | <p>Venue management to have a suitable fire evacuation and fire risk assessment is in place an suitable trained staff are in place to manage any evacuation required</p> <p>Fire evacuation notices and information to be posted at venues</p> <p>Leave building by nearest fire exit and muster at Fire Muster point.</p> <p>Coaching staff and helpers to make themselves aware of all instructions of “what to do in event of a fire” which unless otherwise directed will be to leave building by nearest fire exit and muster at Fire Muster point.</p> | <p>Check by Facilities coordinator</p> <p>Venue manager</p> <p>Site Fire warden</p> <p>Coaches and poolside helpers</p> | Medium/ Unlikely | <p>Contact emergency services</p> <p>Follow instructions of site Fire warden.</p> <p>Coach/ warden to ensure all swimmers are gathered and head count carried out. Missing person to be informed to warden or emergency services</p> <p>Suitable foil blanket or similar to be provided by participating clubs to keep swimmers warm if evacuated</p> |

Team Management - RISK ASSESSMENT – RA2 REV 2) -15/12/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

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| | | | | <p>If a fire is found by a club member or official, raise alarm and exit building to muster point</p> <p>Safety announcement to be made a start of Gala to brief participants and spectators on emergency procedures and muster point locations</p> | <p>Coaches and poolside helpers</p> <p>Club announcer</p> | | |
| Deterioration or facilities exposing sharp edges or other hazards causing injury | All | Medium | Possible | <p>Venue operators are responsible for the upkeep of the pool and changing areas.</p> <p>Coaches and helpers to let officials know if they feel the facilities require attention</p> | <p>Coaches and poolside helpers & Facilities Coordinator</p> | Low/ possible | <p>Pool areas to be checked on an on-going basis by Coaches, officials and Venue management. Areas with damage are not to be used if likely to cause harm</p> |
| Bullying, resulting in mental health issues. | Swimmer, Coach, poolside assistant | Medium | Possible | <p>All officials and volunteers and spectators to be aware of the relevant Scottish swimming Code of Conduct.</p> <p>Any abusive behaviour and or bullying from swimmers to officials, coaches and or poolside helpers will not be tolerated and Coach or team manager on session will draw any such matter to the attention of the referee and parent/guardian as well as the individual club team manager for further review.</p> <p>Any abusive behaviour and or bullying from officials, coaches and or poolside helpers to swimmers will not be tolerated and officials, Coach or team manager on session will draw any such matter to the attention of the referee as well as the individual club team manager for further review.</p> | <p>Individual clubs WPO</p> <p>Coach/ team manager / officials</p> <p>Coach/ team manager / officials</p> | Unlikely/low | <p>Any incidents to be reported to the WPO and or Referee</p> |

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| Physical abuse leading to personal injury | Swimmer, Coach, poolside assistant | Medium | Possible | All regulated work roles for working with children to have secured full PVGs Physical abuse if found should be stopped if possible or reported to referee or official No access will be permitted by coaching staff, parents, or helpers to any single sex changing facility, unless for reasons of emergency. | Club WPO All Club Coach, Team manager, helper | Unlikely/low | Any incidents to be reported to the club WPO and or gala referee |
| Migration route between drop off/pick up and pool, giving risk to personal injury and or risk of abduction | Swimmer | High | Possible | Swimmer to be suitably escorted to and from the pool by parent/guardian and attend poolside only if the coach on session is present. Note to be provided to clubs confirming this. Swimmers must not proceed through to the pool area until such times that the Coach on session and lifeguard has arrived. Gala Safety Note to be provided to Clubs re Gala procedures or clubs access note via Falkirk ASC Website | Parent / guardian Parent/guardian President | Unlikely/low | Any incidents to be reported to the emergency services. |

The above risk assessment has been prepared to help manage risks at Galas or swimming meets and similar events. It is not expected to be exhaustive and it will be reviewed on a regular basis by those responsible within the club or when there is a change to circumstances. If any party believes the content to be incorrect or require to be updated, then this should be reported to the President of the Otter ASC who will make arrangements for review.

Note - this document should be read in conjunction with any rules, regulations, fire action plan the Venue operator, Council or trust requirements imposed or communicated as part of the pool let or on noticeboards and signage

Read in conjunction with Gala Safety Note published on Falkirk Otter ASC website

If in doubt on the content, then please ask

Rev 1: First drafting review

Rev 2: General review, update of trips and slips, CPO changed to WPO. Notes added reference Gala safety note