



**Laser Swimming Club  
Person  
On  
Duty**



Contact info:

laserswimsecretary@gmail.com

<http://www.laserswimmingclub.com/>

# Laser Swimming Club Responsibilities of a Person On Duty

Laser Swimming Club is obliged to have a Person On Duty (POD) during all swim sessions. The duty rota requires an adult in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand, other than the Coach/teaching staff, for any emergency that might arise. Parents/Guardians are required to fill this role on behalf of the club.

A roster will be put in place by the committee to cover all teaching classes and coaching sessions. This will be made available to all on the Laser SwimClub Manager app or be agreed via WhatsApp.

It is the parent/guardians responsibility to check when they are on duty and to swap with another parent if they cannot attend their designated session. **The session must be cancelled as per Swim Ireland Rules if there is no Person on Duty.**

Parent/Guardians should familiarise themselves with the club rules and codes of conduct and ensure the appropriate behaviour of all persons (swimmers, parents and coaches) associated with the session.

## The main duties are summarised as follows:

1. Please be on time to check swimmers before the session start time & **stay until the session is complete & ALL swimmers have left.** Parent/Guardians should familiarise themselves with the session start time and be present at least fifteen minutes prior to this. Add attendance via the mobile or website app.
2. Admit swimmers ensuring all are Laser Swimming Club members or those doing a trial swim for the club only. Refer all others to the reception staff. Remain in the reception area and/or viewing gallery throughout the session. Be aware of children leaving and returning to the pool, e.g. a child should return to the pool after visiting the toilet.
3. Make yourself known to the coach & stay in pool spectator gallery area throughout session.
4. Check that all swimmers which were admitted to the session are present in the pool (check with the Coach if unsure). Do not enter the changing areas unaccompanied for your own safeguarding reasons. If you need to do so, ensure another unrelated Adult or 2 unrelated youths are present with you, (cannot count your own child as one of these youths).
5. Make note of any incident in "Incidents Book" on Laser SwimClub Manager Mobile app (Go to Club / click "Incident Book" /click Green "+INCIDENT" button top right, fill in the details, Inform club secretary by text message or phone if there is an issue recorded. If an injury or illness occurs during the session **please check the medical alert information for all swimmer involved** by clicking the red flag beside the swimmers name at "add attendance" section in the mobile app or click the swimmers name and check medical and emergency tabs at the bottom of the mobile app.
6. Contact parents of swimmers as necessary in case of an emergency, illness or session being canceled.
7. In case of emergency, assist coach/teachers by being extra adult to supervise children or to assist with a response to the emergency. See 5 above.
8. Monday sessions will have Junior swimmers and parents arriving mid way through the session who must be admitted. Parent/Guardians may also need to be re-admitted to changing area before the end of each 45 minute session to assist younger swimmers.
9. All parents/guardians have work and family commitments including Committee members (who are all