Guidelines for Gala Chaperones

Role Objective

The role of a Gala Chaperone is to supervise our club swimmers while they wait poolside for their races and to make sure they go to the waiting area in time for their race. All Chaperones must be DBS checked and adhere to Wavepower the ASA Child Safeguarding Policy and Procedures manual.

Useful Equipment

- Pen
- Clipboard
- Programme of events
- Heat Sheet

Duties and Responsibilities

- Check all swimmers due to race in current session are present and ready to warm up at the beginning of the session.
- Inform Coach of any swimmers not present in plenty of time for 'withdrawal' if necessary.
- Highlight any issues to the Coach.
- Answer queries from the swimmers about the running order and races that they have entered. It may be the first gala that some of the younger swimmers have entered and they may need reassurance. If they have technical questions refer them to the Coach.
- Remind swimmers of expected behaviour if they are being disruptive.
- Monitor the swimmers in general. Occasionally a swimmer may feel left out due to limited space. Club Captains can be asked to help include swimmers or advice from the Coach can be sought.
- Contact parents to ask them to collect their child in the event of a swimmer feeling unwell during a session or suffering an injury. If they suffer an injury, this should be dealt with by a lifeguard as any injury should be recorded by the centre **and** the club so that the club is covered.
- If there is an accident/incident this needs to be reported in Coaches Accident Book. The Coach may ask you to do this and return the book to him/her.
- At the end of the session ask all swimmers to tidy up their rubbish and make sure there is nothing left behind. It may be necessary to collect any left property so that the Coach can return it to the owner.

Remember

- At no point must you be on your own with a swimmer
- You must not enter the changing rooms on your own
- Any discipline issues must be highlighted to the Coach