



ATHLETE COLLECTION ARRANGEMENTS CLUB POLICY DOCUMENT

Collection

UOAPS has considered the collection arrangements for their athletes for ASV. The club should know what the collection arrangements are for the athletes aged under 18. This information should be provided by parents to coaches on an annual basis or more regularly if appropriate. The information should include if the athlete can make their own way home, whether they are reliant on public transport or they are collected by parent or through parent lift sharing.

If the plans change for a one off change then the coach should be made aware prior to the start of the session.

- The duty of care for the athlete's safety while they are in a sporting area within ASV is with UOAPS/Coach.
- The duty of care for the athletes safety while they are in a non-sporting area (Changing areas/circulation areas) within ASV is with the ASV Staff.
- The duty of care for the athletes safety when they leave ASV is with the parent/guardian.

Late Collections from ASV

Late collections can present UOAPS/ASV with particular difficulties. Parents/guardians should be made aware of the club's policy with regards to this issue.

- UOAPS has liaised with ASV with regards to a procedure for late collections.
- Athletes should inform the ASV Aquatics Centre Reception staff that they haven't been collected.
- The ASV Staff will phone the emergency contact/parent contact attached to the athletes membership. The athlete will remain within ASV until they are collected.
- The athlete if they have a phone should call the person that is expected to pick them up that day. This information should also be shared with the ASV staff by the athlete.
- Parents should ensure updated contacts are also held on Team Unify. Coaches could also phone the relevant contact in the event of a late collection.
- If late collection becomes a regular (more than 3 occasions) then ASV will inform the Coaching Team/UOAPS Management and the matter will be forwarded to the Club WPO for investigation.
- UOAPS should also have a note of any athletes who should not be collected by a specific individual. This information should be given to the UOAPS WPO who will share the information discretely and specifically as necessary.

Outwith ASV - In the event of a late collection, coaches/volunteers

Should:

- Attempt to contact the parent/guardian, if they do not answer a phone call leave a voice message AND send a text message
- Make contact with the Club Wellbeing & Protection Officer (WPO) to inform them of the situation or another club official if the WPO is unavailable
- Call the young person's emergency contact if the wait is prolonged and the coach has been unable to make contact with the parent/guardian



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- Wait with the young person, wherever possible do so in the company of other people
- Remind parents of the policy in relation to late collections

Should not:

- Take the child to their own home or to any other location
- Ask the child to wait alone with them in their vehicle
- Send the child home with another person without parental permission
- Parents should be informed that it is not the responsibility of the club to transport children if the parent/guardian is delayed