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Policy statement

Each of us must ensure the health, safety and wellbeing of all our members, staff, coaches, officials, volunteers and other people by promoting a collaborative environment and sharing information, communicating, and providing training and supervision. This policy applies to the SCWC Board, Clubs, members, staff, coaches, volunteers and visitors; it supplements and demonstrates our commitment to complying with the Health and Safety at Work Act 2015.

SCWC Board and SCWC Club Committees:

- Are responsible for taking all reasonable steps to comply with the statutory obligations of a not for profit organisation and ensure the safety of its members;
- Ensure activities operate in accordance with policies and procedures to prevent any breach of law, and make sure they are in the best interest of its members;
- Have a duty of care to safeguard members from harm even when activities are away from home or involve team managers, parents or contracted providers;
- Monitor all activities of their members to ensure any unhealthy or unsafe practices are reported and eliminated;
- Recognise safe performance, train and empower our members and staff to create a healthy and safe environment

The Chairperson:

- Ensures all members of their board or committee are fully aware of their responsibilities in relation to the health, safety and wellbeing of their members;
- Makes available resources to ensure this policy can be carried out effectively;
- Activates the member protection policy to protect members from harm and abuse, where inappropriate behaviour has been reported;

Event referees:

- Must exercise their responsibility of due care and operate within the provisions of their safety requirements at all times;

Coaches:

- Actively maintain a general awareness of safety and promote a safe environment
- Regularly give safety instructions to the young members in their care;
- Report all incidents, accidents or health and safety issues to the committee;
- Immediately deal with any dangerous actions or situations or risk appropriately;
- Ensure sufficient coaches or contractors are available for safe supervision;
- Carry out all coaching activities according to head coach guidelines;
- Ensure equipment only used under supervision and in accordance with age limit

Team managers or activity leaders:

- Exercise their responsibility of due care within the SCWC policies;
- Ensure activity plans are approved, include adequate supervision and training;
- Ensure parent volunteers are safety checked;
- Understand any medical issues and how to act in a medical crisis;

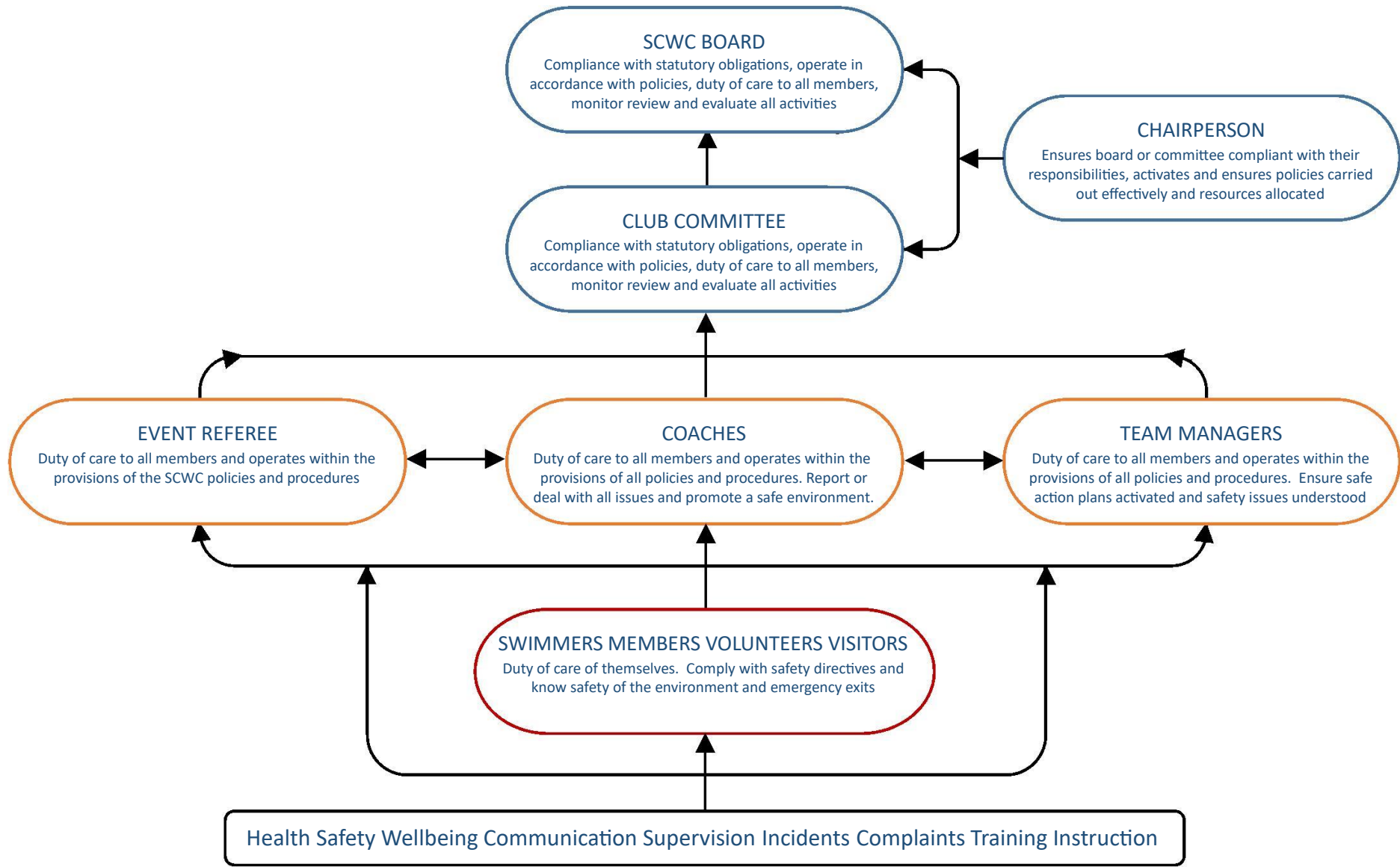
Members and volunteers:

- Ensure the safety of themselves do not endanger anyone else and comply with any safety directives and know the location of the emergency exits

Simon Moore
Chairperson
Signed: June 2021

Kim Berquist
Vice Chair
Review: July 2022

SCWC Health Safety and Wellbeing Reporting Structure



| Activity | Approval | SCWC Club | Parents or guardians | Swimmers | Coaches | Team manager | Suggested supervision | Parent volunteer | SCWC event referee |
|--|---|--|---|--|--|--|--|--|--|
| <p>1. Club training</p> <p>a. approved local pool</p> | Club committee to approve the pool facilities and training plan as safe for their members | <p>Implement SCWC member protection policy</p> <p>Implement SNZ disputes policy</p> | <p>Blanket consent at sign up and every year thereafter</p> <p>Complete crisis contact details at sign up and every year thereafter</p> | <p>Sign code of conduct, ethics and values</p> <p>Blanket consent and crisis details if over 18 years at sign up and every year thereafter</p> | <p>NZSCTA registered or working toward</p> <p>Police vetted</p> <p>Qualified lifeguard or have lifeguard on pool deck</p> <p>First Aid Certificate</p> | NA | <p>Qualified lifeguard must on pool deck</p> <p>NZSCTA coach 1:30 for squads</p> <p>Training coach 1:10 for squads</p> <p>1:2 if coach is in the water</p> <p>Under 8yrs 1:1</p> | NA | NA |
| <p>2. Club activity (low risk)</p> <p>a. club night, fundraiser, pizza night, movies etc.</p> | Club Committee to approve the activity plan | As above | As above | As above | As above | <p>Create activity plan</p> <p>Complete transport form</p> <p>Police Vetted</p> <p>Check and sight drivers licences</p> | As determined by club risk analysis | <p>Complete a transport form if applicable</p> <p>Child safety reference check</p> | NA |
| <p>3. Swimming competition</p> <p>a. Local pool parents drop off / pick up</p> <p>b. Away event but parents provide transport, food, and hotel</p> | <p>SCWC Board approve regional calendar</p> <p>SCWC Event Committee approves the host club plan</p> | <p>As above plus</p> <p>Implement SCWC police vet policy</p> <p>Implement SCWC technical suit policy</p> | As above | As above | As above | <p>As above plus</p> <p>Team manager training local pool</p> <p>First aid cert.</p> <p>Create medical crisis action plan</p> | <p>Qualified lifeguard must on pool deck</p> <p>1:8 per manager depending on pool rules</p> <p>1:1 child under 8yrs (9yrs some pools)</p> | As above | <p>Training crowd control</p> <p>Event emergency response plan</p> <p>team manager safety meeting</p> <p>Familiar with RAMS pool</p> |

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|---|---|---|---|--|---|--|---|---|--------------------|
| <p>4. Club activity (high risk)</p> <p>a. swimming camp, rock climbing, cycling etc.</p> | Club Committee to approve the activity plan | As above plus Implement the risk plan | Separate signed consent for each activity Update medical and dietary info Sign travel policy swimmer under 18 years | Separate signed consent if over 18 years Update medical and dietary info if over 18 years Sign travel policy any age | Registered coach for that activity Create an activity plan | As above plus Sign event behaviour and values form Be familiar with RAMS travel Be familiar with RAMS pool Create an activity plan | As determined by club risk analysis | As above plus Police vetted if staying with a team and this includes officials | NA |
| <p>5. Swimming competition away event</p> <p>a. Region or club arranges transport, food, and hotel</p> | SCWC Board approves as part of the calendar Club committee approves the travel plan and swimmers | As above plus Implement the SCWC travel policy | As above | As above | NZSCTA registered Police vetted First Aid Certificate | As above plus Register for SNZ event. Training away team manager | Coach and team manager minimum 2:10 Preferably 1:10 ratio thereafter | As above | NA |
| <p>6. Swimming competition International</p> <p>a. Region or club arranges transport, food, and hotel</p> | Club committee to approve swimmers selected SCWC Board to approve the travel plan | As above | As above | As above plus Sign swimmer travel rules contract | As above | As above plus Register for international event. Sight individual travel insurance | 3:15 so two can stay with team and 1 sorts out issues | As above | NA |

Note: when the coach is the team manager the coach must complete the actions for both team manager and coach.