

RULES OF BROMLEY HIGH SCHOOL SWIMMING CLUB ("BHSSC")

1 MEMBERSHIP

A Membership of the Bromley High School Swimming Club ("the Club") is open to:

- i girls at Bromley High School ("the School") and their family
- ii staff of the School and their family
- iii members of the governing body and their family
- iv alumnae of the School and their family
- v family of an alumna who have remained members since the alumna was at the School
- vi persons having a connection with the School to whom the Committee is willing to extend a special invitation to membership

In these rules, the term "family" covers relatives and other family members normally resident with the member and "staff" includes former members of staff of the School who retired in the service of the Girls' Day School Trust ("GDST").

B Eligible persons wishing to become members of the Club may apply by completing a membership application form issued from time to time by the Club. Applications are accepted at the discretion of the Committee. The membership year shall run from 1 September to the following 31 August. The cost of membership and the terms on which it is granted shall be determined from time to time by the Committee. Where a member joins the Club for the first time part way through a membership year, the Committee shall determine the appropriate pro rata fee for that member's first year of membership. Anyone joining who has previously been a member of the Club shall pay the full year's fee regardless of the point in the year at which they re-join.

2 COMMITTEE

The Club is run by a committee elected at the annual general meeting ("AGM") of the Club. The AGM elects the chairman, treasurer and secretary to deal with the administrative and financial matters of the Club. The committee may elect other officers as it deems necessary.

3 CONDITIONS OF ENTRY TO THE POOL

Entry to the pool is by membership and invitation, on the understanding that persons enter at their own risk. The council and staff of the GDST, the committee of the BHSSC, the duty officers and the lifeguards of the Club shall not in any circumstances (save where such restriction of liability is prevented by law) be held liable for any injury, illness or accident or loss or damage to any property, however caused, directly or indirectly, in or out of the swimming pool. Entry to the facilities is limited to paid-up members of the Club, their family named on the relevant membership form, and guests of such members. No guest may enter unless accompanied by a member.

4 SAFETY

The following rules have been established to promote the safety of pool users and spectators. Adults responsible for children are especially requested to remind

them of these safety rules. Failure to observe any of the following conditions may result in exclusion from the pool and its facilities by the lifeguard or duty officer present, particularly where behaviour threatens the safety or enjoyment of other pool users or spectators. The lifeguard and duty officer are empowered to enforce the rules and must be obeyed at all times.

- A No diving, jumping or pushing to the danger of other pool users.
- B Diving is restricted to the deep end of the pool where permitted by the relevant notices.
- C No masks, snorkels, beach balls, air beds or other inflatable toys are allowed in the pool. Armbands, approved goggles and buoyancy floats may be used. Any other equipment may only be used where expressly permitted by the lifeguard on duty.
- D No running on the pool surround.
- E No plasters to be worn in the pool.
- F Bathing caps must be worn by persons with long hair.
- G Persons with a verruca may only swim wearing a verruca sock. This sock (or appropriate footwear) must also be worn when the person is using the changing facilities.
- H Orderly behaviour must be maintained at all times.
- I Noise must be kept to reasonable levels at all times.

5 YOUNG CHILDREN AND NON-SWIMMERS

Although a lifeguard and the duty officer will be present during swimming sessions, it is the responsibility of the accompanying adult(s) to supervise any young children or non-swimmers in their care.

- A Children under the age of seven years must be accompanied in the water by an adult or by a competent swimmer aged 13 or over. In the latter case, a parent or accompanying adult must be present at all times. No person may have more than two children under seven in their charge.
- B Children under the age of 10 years (whether swimmers or not) must be accompanied by an adult, who may not be responsible for more than two children under the age of 10. Such children must be accepted for swimming by the lifeguard or duty officer.
- C Non-swimmers must remain in the shallow end of the pool under close supervision and wear armbands at all times.

6 ADMINISTRATION OF THE POOL

A The pool will only be open for swimming when a lifeguard and duty officer are present. The lifeguard must at minimum be a holder of the National Pool Lifeguard Qualification. The duty officer must be over 18 years old and trained in first aid and/or resuscitation and must be willing and able to comply with the School's Normal Operating Plan and Emergency Action Plan. Where the lifeguard

is a member of the Club, he or she is in charge of the session. If he or she is not a member of the Club, then the duty officer takes charge.

B In the interests of safety, swimmers must abide by any instruction given by the lifeguard or duty officer. In the event of any emergency, the lifeguard will sound three short blasts and three long blasts on a whistle and all persons must leave the pool at once. The lifeguard or duty officer has the power to refuse entry to or exclude from the pool any person who is obstructive or whose behaviour threatens the safety or enjoyment of others. The Club committee reserves the right to order or enforce such exclusion.

C Swimming will be limited at any one time to 30 persons. If more than 30 persons wish to swim at any one time, then the lifeguard may impose time limits on swimmers to enable the greatest number of members and their guests to swim in the pool during the relevant session.

D The lifeguard and duty officer are responsible for seeing that everyone is off the premises before handing over responsibility to the School's facilities staff. All swimmers must therefore leave the water 10 min before the end of the session unless the lifeguard directs otherwise. Members must co-operate by leaving the facilities promptly when requested and in a clean and tidy state.

7 GENERAL CONDITIONS

A No outdoor shoes may be worn on the pool surround or in the changing facilities without suitable overshoes. Spectators must remain in the designated seating area.

B All swimmers must shower before entering the pool.

C All swimmers must wear a proper swimming costume. The decision of the lifeguard as to what constitutes a "proper swimming costume" shall be final.

D For the purposes of attending swimming sessions, Club members and their guests may use the swimming pool, changing rooms, showers, lavatories and hand washing facilities and, subject to availability, car parking in the School grounds. All other areas of the School grounds and buildings are out of bounds to members. Members are asked to leave the School premises quietly out of respect for the School, its staff, pupils and neighbours.

E No dogs or other pets are allowed anywhere in the School grounds or buildings. No baby buggies, prams or similar conveyances may be brought into the pool buildings or changing facilities.

F All members of the Club shall periodically be offered the opportunity of undertaking First Aid training in order to qualify them to act as duty officers. Such training shall be offered by the Club on such terms and at such costs as the Committee shall from time to time decide. All members availing themselves of the opportunity of taking such training shall be required to act as duty officers in accordance with a duty rota sent out by email by the Club's committee from time to time. A copy shall also be posted on the BHSSC notice board in the pool building. Any changes to the dates allocated to members by the rota must be arranged between the relevant members and where at all possible noted on the copy rota on the notice board. Such rota shall also give the duty officers' names and contact telephone numbers. By undertaking First Aid training, members agree to their names and telephone contact details being used in this way. A member who wishes to be exempt from the requirement for his or her name and

telephone number to be so used must apply in writing (which shall include email) to the Club chairman and must supply alternative contact details.

G No food or drink may be consumed within the facilities unless previously agreed with the School. Lifeguards, duty officers and coaches may consume water carried in non-glass containers.

H Any electrical equipment brought into the facilities must carry an in-date electrical safety test certificate.

I There is a no-smoking policy in force in respect of the whole of the School site.

J All property is brought onto the School site at the owner's risk. Valuables should not be left in the changing facilities but handed to the lifeguard or duty officer for safekeeping and in these circumstances the obligations of the lifeguard or the duty officer (as the case may be) shall not exceed those of a gratuitous bailee.

8 OPENING AND CLOSING ROUTINES FOR LIFEGUARDS AND DUTY OFFICERS

OPENING:

A At each session, the lifeguard (or, if the lifeguard is not a Club member, the duty officer) must confirm that he or she has taken over responsibility for the pool, ready for swimming, from the school facilities management staff by signing and dating the record sheet provided.

B The duty officer must open the Club cupboard or locker and take out the Club signing-in records and guest money box. The duty officer must be familiar with the code for the combination lock to the locker.

C Members will only be allowed into the pool area and swimming permitted if a lifeguard and duty officer are present on poolside. If this condition is not fulfilled, the session must be cancelled.

D The lifeguard will rope off two lanes for lane swimmers. The lifeguard may at his or her discretion rope off an additional lane where demand is high, provided he or she considers the remainder of the pool is adequate to accommodate the needs of other swimmers.

E The lifeguard must check that sufficient lifesaving equipment is available for use. If any is missing or out of order, the lifeguard or duty officer must inform the school facilities management staff and the chairman of the Club.

F The lifeguard and duty officer must ensure that all fire exits are kept clear and fire doors unlocked and must familiarise themselves with the assembly points and procedures in the case of fire.

G The duty officer must record the names of members attending the session, the number of guests brought in by any member and must collect any guest fees due. The duty officer must also assist the lifeguard in supervising the safety of the pool. At the end of the session, the duty officer must return all records to the Club cupboard/locker together with all monies collected in respect of guest fees unless the Club committee has directed otherwise.

H During a session, the windows and doors to the pool must be kept closed unless otherwise permitted by the School's facilities management staff. The pool filtration and air-conditioning systems work in unison, and any fluctuations in air temperature upset the balance and needlessly increase gas consumption by the boilers.

I Equipment locked in the Club's poolside cage is for lessons only but the duty officer may permit certain items to be used by swimmers at his or her entire discretion.

J The lifeguard or duty officer may where appropriate use the school first aid box located on poolside, but must inform the school facilities management staff on duty as soon as practicable after such usage.

CLOSING:

A Swimmers should be called from the water 10 minutes before the end of the session. The person in charge of the pool may allow for a longer swimming time at his or her discretion if circumstances permit.

B The lane ropes must be removed, coiled and left hanging at the end of the pool. All equipment used during the session must be replaced and stored appropriately.

C Guest fees must be locked by the duty officer in the Club cupboard/locker unless otherwise directed by the Club committee.

D The lifeguard or duty officer must see everyone out of the building before they leave and thereafter hand over responsibility to the School facilities management staff on duty.

E Where requested to do so by the school facilities management staff, the lifeguard (or if the lifeguard is not a Club member, the duty officer) must sign over responsibility for the pool to the school.

9 GUIDANCE FOR DUTY OFFICERS

A As noted in rule 7F, a duty rota is circulated periodically to Club duty officers by e-mail and in addition posted on the Club notice board. This gives details of the dates on which Duty Officers are rostered to assist the lifeguard at Club swimming sessions.

B Swimming sessions cannot take place unless a lifeguard and duty officer are in attendance on poolside. If a duty officer does not attend a duty, and the replacement is not found, the session must be cancelled. If members refuse or are repeatedly unable to act as duty officers without good cause, the committee may, at its discretion, suspend or cancel their membership.

C Duty officers must assist the lifeguard in the manner set out in rule 8 above. In particular, duty officers must take responsibility for clearing the pool in the event of an emergency and where required to do so by the lifeguard, as set out in rule 11 below.

10 GUIDANCE FOR LIFEGUARDS

A The lifeguard must be the holder of an award or qualification noted in rule 6A above. Where the lifeguard is a member of the Club, he or she is in charge of the swimming session in question.

B The lifeguard must remain on poolside in swimming dress at all times when the pool is in use. The lifeguard must wear a distinctive lifeguard T-shirt and carry a whistle. Whilst on duty, he or she must keep a strict vigil at all times and be ready to enter the water in an emergency. Lifeguards must be familiar and able to comply with the School's Normal Operating Plan and Emergency Action Plan.

C Whoever is in charge of the pool is responsible for the implementation of Club rules and any decision that person makes in relation to them is final. The committee may suspend or cancel the membership of any person who refuses to comply with the lifeguard or duty officer's proper directions.

11 EMERGENCIES

In the event of an emergency, the lifeguard will give the signal for the pool to be cleared by giving three short and three long blasts on the whistle. If the lifeguard is unable to do this, the duty officer must give this signal instead. Once the signal has been given, the duty officer must immediately clear the pool and guide swimmers and spectators through the emergency exits to the assembly points. If requested by the lifeguard, the duty officer must inform the School facilities management staff by using the emergency telephone on poolside. Lifesaving equipment is available at the side of the pool.

12 ADMINISTRATION

A All accidents and unusual incidents must be recorded in the incident book and reported to the Club chairman or secretary, who will inform the school.

B Lost property must be given to the duty officer who shall place it in the Club cupboard/locker.

C The lifeguard and duty officer must ensure that the pool is left clean and tidy after each session.

D In the event of any damage, breakage and/or loss caused to the pool or any of its facilities, the lifeguard or, failing them, the duty officer shall notify the School facilities management staff on duty and the chairman of the Club as soon as possible.

13 SWIMMING LESSONS

A The Club may arrange for the provision of swimming lessons to Club members and girls at the school and their families who are not members of the Club at such times and on such terms as the Committee shall from time to time determine. To this end the Club may engage appropriately qualified swimming teachers, coaches and assistants to provide such lessons and will use all reasonable endeavours to ensure that the provision of such lessons is within the rules and guidance laid down from time to time by the Girls' Day School Trust and

the terms of any hire agreement covering the use of the pool and ancillary facilities by the Club.

B Where there are vacancies for lessons that cannot be filled within a reasonable time by Club members or girls at the School and their families, swimming lessons may also be offered to other children in such manner and on such terms as the Committee shall decide.

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