Cumbria ASA

National County Team Event Policy

Aim

The aim is to select the best possible team to represent the county in the discipline of competitive swimming within the confines of the rules, the programme and the availability of swimmers for this event.

Promoter

The event is promoted and organised by Swim England

Team Selection Policy

The selection criteria are based upon current National County Team Championship rules and are subject to review and change at any time. There will be no automatic right to selection.

The selection panel will be made up of current members swimmers who are members of a club affiliated to Cumbria ASA.

**Swimmers who make up the Team must be active members of a club affiliated to Cumbria ASA**

Swimmers who have not swum in an event at the Cumbria ASA Age Group & County Championships will still be eligible for selection, providing they have not swum in any other county’s age group championships during the same season.

Swimmers will be selected from **the SC and LC** ranking data from the Swim England National Rankings and only times swam within the last 12 months will be considered.

Only swims from Levels 1-4 will be considered.

Swimmers will be selected age as at 31st December.

If a swimmer is unable to take up their place on the team, the next best replacement is invited.

It may be necessary for swimmers to swim a stroke which is not their best in order to obtain the best possible team. The head coach reserves the right to decide which stroke will be swum by each swimmer.

**Please see Appendix 1 for Selection Criteria**

A county competition takes priority over other swimming competitions. If a swimmer declines a place on the team in favour of swimming elsewhere, future selection for the team may be in jeopardy.

Each year a girl and boy captain which be appointed by the head coach, this would normally be from the oldest age group within the event and preference will be given the swimmers who have previously given commitment to the event and county in previous years however this decision is at the discretion of the Team Management

Photographic Policy

Each parent will be asked to sign the photographic consent from **(See Appendix 2)**

The event maybe streamed online by the promoter.

The event is designed to promote swimming within the county and celebrate the success of the team and individuals. The county may post photographs and videos on its social media channels and website. This may include the names of the swimmers and clubs within the team.

Club roles and responsibilities

The team manager will supply to each club within the county the names of the swimmers who have been selected along with invitation for the swimmers.

Invitations may be withdrawn if club coaches raise significant concerns about the current level of swimming activity or deemed competition fitness of a swimmer. Coaches are encouraged to inform the Team Manager of such concerns prior to sending out the invitation.

The club should forward the team invitation document to the parents of the swimmer and ask for its prompt return to the team manager.

The swimmers will have 14 days from the date of the invitation to confirm attendance.

Should no response be received after the 14 days, the team manager should contact the swimmers club and advise them no response has been received and give them an additional 72 hours to respond. If no response has been received after this period then an alternative team swimmer will be chosen.

The club agrees not to publicise the names of the swimmers who have been selected until they have been accepted by the team manager.

The team manager will supply the details of the swimmers events to the clubs within the county no earlier than 72 hours prior to the event taking place.

Coach, Team Manager, Officials & Helpers responsibilities

It is important that everyone adheres to the respective code of conducts listed within the document.

You will be expected to adhere to all policies during the pre-training sessions.

For the main event you will be expected to follow all polices and responsibilities as follows

* During all travel on the coach including boarding and debarking.
* Supervising lunches
* Supervising between venues
* Any and all social events (Bowling, Cinema & Shopping Centre)
* Overnight stay
* Return journey

If at any time you need to leave your role or group please notify the team manager.

The team manager is responsible for the safety of everyone so it is important they know everyone is safe at all times.

We may choose to include a social event for team building purposes during the evening, during this event it may be necessary to pass through public places. (Roads, car parks, venues, shopping centres). It is essential it is managed as follows.

* Team Manager to assign responsibility to a group of swimmers to an adult at a ratio of no more than 1:8
* Give consideration to gender when assigning responsibilities.
* Ensure everyone knows how to contact the team manager or procedure at the venue in case any person is lost
* Ensure the swimmers know they cannot leave the group which they are assigned.
* Agree times and meeting points
* Keep register everyone who is assigned to each group.
* Check on each group at regular intervals.
* Be aware of any individual needs of everyone involved including disability/**Dietry** requirements.

Team manager to keep a register of everyone involved register to be checked

* At the start of the events
* Departure and arrival at all venues
* During coach stops
* Evening during lunch, prior to return to rooms
* Morning briefing

Officials Selection

Officials will be selected from active officials within the county based on our obligations to the event.

Team Manager & Coach Selection

Any team managers or coaches wishing to volunteer should make themselves known to the head coach at the earliest opportunity.

The decision on which team managers and coaches should accompany the team on the events is down to the head coach. Any decisions the head coach makes are final.

The team manager will also take into account coaches within the county that are required to re-pay hours to the county due to bursaries which have been received for recent coaching qualifications.

The selection of coaches may be different for the pre-event training sessions and day of the event.

Accreditation

The desired minimum accreditation that will be considered is as follows.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Head Coach | Swim England Level 2 – CoachSafeguardingDBS Check |  |
| Team Manager | Swim England – Team Manager 2SafeguardingDBS Check |  |
| Coach | Swim England Level 1 – Assistant CoachSafeguardingDBS Check |  |
| Helpers /Other Team Managers | Swim England - Team Manager 1 (TM2 preferred)SafeguardingDBS Check |  |
| Official | Minimum Licensed Judge Level 1 |  |

It is essential that everyone involved is acting within the scope of their qualifications.

The county may ask for evidence from the club welfare officer or club secretary to confirm qualifications, safeguarding & DBS checks, this maybe in the form of an extract from the SE OMS system.

Training

Each swimmer agrees to attend a pre-event training session taken by the head coach.

Should a swimmer be unable to attend the training prior to the event the head coach reserves the right to revoke the swimmers invite from the event.

Fees / Financial Support

**Each swimmer is asked to make a contribution of the amount £25 set by the Cumbria Executive Committee towards the costs of the competition.**

Fees will be non-refundable in the event that a swimmer is unable to attend.

Cumbria ASA will provide for each swimmer

* Travel to the venue by coach
* Overnight accommodation
* Food / Drink
* Return travel

Coach travel, accommodation and food / drink will be provided by the county to:

* Current county president
* Team Managers
* Head Coach
* Assistant Coaches
* Officials
* Other helpers in an official capacity.

Cumbria ASA will reimburse all reasonable costs to the team manager and head coach required to run the event as per the Cumbria ASA expenses policy.

Cumbria ASA will also pay for venue hire to facilitate the pre-event training session(s)

Coach pickup will be from pre-defined points within the county, everyone involved will be responsible for personal travel costs to these pick up points.

**Please see appendix 3 for Parent and Swimmer Information Sheet, Invitation Letter and reply form**

Wavepower

Everyone involved within the event agrees to follow all policies set out within the Swim England wavepower procedures.

Wavepower can be viewed online on the Swim England website.

https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/

Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Team Manager | Nick Rigg | teammanager@swimcumbria.org.uk  | 07403016858 |
| Head Coach | Nick Rigg | teammanager@swimcumbria.org.uk | 07403016858 |
| Officials Contact | Martin Tickner | martick1879@gmail.com | 07801-836670 |
| Social Media | Mark Ralph | markrswim@gmail.com | 07793-325179 |
| Welfare Officer | Andy Gallagher | andygall74@gmail.com | 07764-181858 |
|  |  |  |  |

Accidents

Any accidents which occur during the event must be reported immediately to the team manager. Depending on the location of the accident it may also need reporting to the facility manager.

Team manager MUST complete an accident form detailing the full details, the form will be forwarded to the county secretary **(See Appendix 4).** If any further paperwork is completed at a facility then the team manager must also obtain copies of such paperwork.

If the accident relates to a child then the parents must be also informed as soon as practically possible.

Risk Assessment

Risk assessments have been completed and will be reviewed each year to ensure risks are minimised and best managed

**See Appendix 5 for details**

All swimmers/parents are asked to complete a Medical Form declaring any medical conditions and medications swimmers are taking. Parents are encouraged to discuss any concerns around this with the Team Management prior to the trip.

**See Appendix 6 for Medical Form**

Code of Conduct for swimmers

All swimmers are representing Cumbria ASA and are expected to adhere to our Code of Conduct throughout the trip and at any associated events.

Failure to adhere to the Code of Conduct may result in disciplinary action.

**See Appendix 7 for Code of Conduct for swimmers.** A signed copy of this needs to be signed and returned prior to the event.

Code of Conduct for coaches, teachers & team managers

As a coach or teacher, we understand you have the right to:

* Enjoy the time you spend with us and be supported in your role.
* Be informed of Wavepower and the club child safeguarding reporting procedures.
* Know who the Welfare Officer(s) is/are and how to contact them.
* Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
* Be aware of the club rules and procedures.
* Be involved and contribute towards decisions
* Have access to ongoing training and CPD in all aspects of your role.
* Be respected and treated fairly.
* Feel welcomed, valued and listened to.

As a coach or teacher at events we expect you to:

* Adhere to and implement Wavepower and the club safeguarding procedures.
* Adhere to the Swim England Equality and Diversity Policy.
* Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
* Adhere to any conditions for teaching and coaching under the pool hire agreement.
* Refer all child safeguarding concerns to the Welfare Officer.
* Champion everyone’s right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
* Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
* Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
* Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
* Respect children’s trust and rights whilst being honest and open with them.
* Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
* Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
* Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
* Keep your coaching and/or teaching qualifications and CPD up to date.
* Complete Swim England approved child safeguarding training every three years.
* Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
* Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.
* Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.
* Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
* Ensure any equipment used is fit for purpose, safe to use and accessible.
* Follow appropriate procedures should a child have an accident or suffer an injury.
* Develop positive relationships with parents/guardians and where possible provide them with regular information and updates.
* Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
* Treat all personal information about children or their families on a confidential “need-to know” basis unless information sharing with others is required to protect and safeguard a child from harm.
* Observe the authority of officials and follow the rules of the sport when questioning any decisions.
* Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.

Code of Conduct for officials and volunteers

At team events, we understand you have the right to:

* Enjoy the time you spend with us and be supported in your role.
* Be informed of Wavepower and the club child safeguarding reporting procedures.
* Know who the Welfare Officer(s) is/are and how to contact them.
* Be respected and treated fairly.
* Feel welcomed, valued and listened to.

At team events we expect you to:

* Adhere to and implement Wavepower and the club safeguarding procedures.
* Adhere to the Swim England Equality and Diversity Policy.
* Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
* Adhere to any conditions stipulated under the pool hire agreement.
* Refer all child safeguarding concerns to the Welfare Officer.
* Ensure all complaints are referred under the internal club complaints process.
* Champion everyone’s right to take part and celebrate difference in activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
* Adhere to your role responsibilities.
* Attend child safeguarding training every three years if applicable for your role.
* Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
* Keep any qualifications or CPD up to date if applicable to your role.
* Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
* Never encourage or condone members of the club to breach the rules of the sport.
* Treat all personal information about members or their families on a confidential “need-to-know” basis unless information sharing with others is required to protect and safeguard a child from harm.
* Observe the authority of officials and follow the rules of the sport when questioning any decisions.
* Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

Safeguarding Policy Statement

Cumbria ASA is committed to providing an environment in which all children participating in its activities have a safe and positive experience.

In order to achieve this Cumbria ASA agrees to:

* Adopt and implement Wavepower the Swim England Child Safeguarding Policy and Procedures in full.
* Recognise that all children participating in activities regardless of their age, gender, race, faith, sexual orientation and ability have the right to enjoy their involvement in our sports in a safe environment and be protected from harm.
* Ensure that all individuals who work or volunteer with children in our organisation provide a positive, safe and enjoyable experience for children.
* Appoint a Welfare Officer with the necessary skills and training as outlined in Wavepower who will take the lead in dealing with all child safeguarding matters raised within the organisation.
* Ensure that the Welfare Officers’ name and contact details are known to all staff, members and parents/guardians of members that are under 18.
* Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks and adhere to Wavepower and the Regulations of our sports.
* Ensure that all individuals who will be working or will work with children in either a paid or voluntary role have been recruited in accordance with the Safe Recruitment Policy contained in Wavepower.
* Ensure that all individuals who work with children in the organisation have received the appropriate training for their role and been provided, understand and adhere to the requirements of the Codes of Conduct and Wavepower.
* Provide all members of the organisation and parents/guardians of members under 18 with the opportunity to raise concerns in relation to a child’s welfare in a safe and confidential manner.
* Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
* Ensure that confidentiality is always maintained and in line with the best interests of the child.
* Ensure all information relating to child safeguarding matters are held safely and securely.

Complaints

Any complaints or concerns in connection with the event should be sent:

Email to: Mr Martin Ticker (Cumbria ASA Secretary) – martick@gmail.com

If there is a welfare related concern it to should sent:

Email To: Mr Andy Gallagher (County Welfare Officer) – andygall74@gmail.com

The complaint or concern will be kept in the strictest confidence and will dealt with according to the procedures set out within Wavepower and Swim England guidelines.

Appendix 1

Cumbria Inter Counties Team Selection Criteria 2023

**Selection Policy**

The primary aim of the team selection is to choose the strongest team overall. To this extent the Team Manager(s) will follow the following procedure –

1. The times considered will be taken from the ASA rankings database of the same course as the event.
2. If there is a converted time that is significantly faster than above this will be used.
3. The strongest swimmers(s) in that event will normally be selected for that event.
4. In the event of (3) causing a swimmer to exceed the maximum number of swims, then they will be replaced in the event where the next strongest swimmer will create the strongest overall team.
5. Relay selections shall be from the same distance as the relay, assuming this does not exceed the maximum number of team members.
6. Reserves may be chosen to ensure that Cumbria can compete in all of the events at the meet.
7. Team selection is at the discretion of Team Managers and can overrule all of the above.

**Team Captains**

There will usually be a male and female Team Captain. These will be selected, by the Team Management, from the older team members taking into account their contribution to the team in previous years.

**Notification**

Team Members and Club Secretaries will be notified of all selections at least 7 days before travelling to the event.

It must be acknowledged that in order to field the strongest possible team, selections always remain subject to change.

Appendix 2

Cumbria ASA Photographic Consent Form

Appendix 3

**Cumbria ASA Inter Counties Team Event**

**Parent and Swimmer Information Sheet**

**Important Information**

**Pre-Event Training session**

**7th September 2 - 5:00pm @ Penrith Leisure Centre**

We are hosting a pre-event training session at Penrith Leisure Centre for the Squad. This will be both Dry land and Pool based. All swimmers are expected to attend.

**Cost contribution**

This year the Cumbria ASA Executive Committee has decided to ask swimmers to make a contribution of £25 towards the cost of the trip. Please see reply slip for Bank details.

**Travel - Saturday 5th October**

All swimmers are expected to travel together on the bus as it is a team event.

Please see below for departure times and bus pick up points.

• Carlisle (J42 Outside Border Gate Premier Inn) - 0900

• Penrith (North Lakes Hotel) - 0930

• J36 (Auction Mart)- 1000

Your hotel and swim bags will travel in the luggage hold of the bus and consequently any food / entertainment for the journey should be in a separate bag.

**Team Kit**

Swimmers are expected to wear Team Kit comprising of Hoodie and Polo Shirt for the trip (please see attached order form for costings)

This will be distributed where possible at the Pre-Event Training session (Tbc). However if this is not possible it will be distributed on the day of travel.

Swimmers will also be provided with a County Swim Cap.

Swimmers are expected to wear team kit at all times. Swimmers are representing the County ASA and must present themselves in a positive and presentable way.

**Swimmers Biogs:** Swimmers must complete biog portfolio on Swim England webpage in order to be able to swim: <https://www.swimmingresults.org/biogs/biogs_details.php?tiref=1369064>

**Food**

You will need to bring a packed lunch with you for the journey down and any extra food that you would normally take to a swim meet as after breakfast on Sunday there will be no further food provided until the bus journey back.

On the return journey swimmers will be provided with a packed lunch including a sandwich of their choice from **Cooplands** (Please see Reply slip for choices)

Evening meal (Sat 5th Oct) will be at **Pizza Express Sheffield City Centre** (please see Reply slip for choices)

Breakfast will provided by our Hotel in a buffet style.

**\*Important\* Allergy Notice\***

We have a Severe Nut allergy amongst the travelling party and therefore **NO** products containing nuts are allowed on the bus or poolside. When planning packed lunches + poolside snacks please take care.

**Accommodation + Rooms**

We will be staying at the **Premier Inn, Angel Street, Sheffield** on the 5th October.

Rooms will be allocated by Team Management. Swimmers will be paired in same sex and age groups. Once allocated the rooms on arrival swimmers are expected to show respect to fellow residents at all times. All swimmers are expected to be in their own rooms by 10pm.

**Social/Team Building**

As part of the trip we have arranged for Bowling at **Hollywood Bowl** and leisure time at **Meadowhall Shopping Centre** on the way to our hotel.

**Code of Conduct**

Please find enclosed and return signed

**The Event - Sunday 6th October – Ponds Forge, Sheffield.**

*\*INSERT LINK TO EVENT AND DETAILS HERE\**

If you are looking to come and support the Team, tickets are available to purchase via the swim England website

[https://www.swimming.org/sport/county-team-champs-spectator-information/](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.swimming.org%2Fsport%2Fcounty-team-champs-spectator-information%2F&data=05%7C01%7C%7Cd7d0a67c40c841b5b07608da9eff694f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637997117074690532%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hMUkUe76sPwXOwgj3HLTw9gB0ocr6qCSvkxemoTaZCw%3D&reserved=0)  This link should take you to the necessary page.

**Return Journey**

**In**the event of unexpected road closures, we reserve the right to ask J36 parents to collect their children from Penrith.  Swimmers will be asked to contact their parents with a time of arrival.

**Cumbria Emergency Contacts**

**The emergency contact with the team is 07403016858 and in Cumbria Matt Hinde (01946 694 177 or 07714 392 288).**

**Team management Group**

Nick Rigg – Team Lead

Nicola Bottomly (Kendal)

Kay Woodcock (Cockermouth)

Cara Tinning (Barrow)

Sam Abba (Cockermouth)

The Inter Counties event is a spectacular, crazy wave of emotions and noise and all we ask is the swimmers represent themselves, their clubs and of course the County in a positive way and of course Swim Fast.  This is a wonderful experience which we hope everyone enjoys.

We look forward to seeing you all soon

Kind regards

Team Management Group

Appendix 4

Accident Form

\*See external Book\*

Appendix 5

Cumbria ASA Inter Counties Risk Assessment- Pool Side

|  |  |
| --- | --- |
|   | Risk Rating Action:1-3: No Action4-7: Monitor8-12: Action Required13-19: Urgent Action Required16-25: Stop Activity Immediately |
| **Club:** | **Cumbria Inter Counties Competition** | **Location:** | **Poolside Risk Assessment** |
| **Activity:** |  | **Assessor’s Name & role within club:** | **Nick Rigg****Team Manager** | **Date assessed:** | **July 27th 2024** |
| **What are the hazards;** **1. Who might be harmed 2. How might they be harmed?** | **What are you already doing?** | **Risk Rating = L x S** | **What else do you need to do to manage and reduce this risk?** | **Action by whom?** | **Action by when?** | **Date Completed** |
| **Likelihood****L: 1-5** | **Severity****S: 1-5** | **Risk****0-25** |
| Drowning1. Swimmer
2. Drowning
 | All Swimmers will only undertake activities that they can safely complete. Lifeguard on duty at all timesCoaches/Team managers to remain vigilant for sudden illness/InjurySafety equipment available around all sides of pool | 1 | 5 | 5 | Ensure continued vigilance from coaching team and lifeguards | Coach and Lifeguard | Ongoing |  |
| Team Management to be appropriately qualified for role1. All
2. Lack of knowledge/expertise

Safeguarding risks | TM- Team Manager 1 minimum (ideally 2)Mix of male and female staffRatio of 1:14 (staff to swimmers) Minimum.All to have coaching qualification (Min level 1) | 1 | 1 | 1 | All checks re DBS and qualifications to be confirmed prior to appointment of coaches |  |  |  |
| Poor behaviour Poolside during competition1-All2-Risk to others through bad behaviour | All swimmers aware of expectations and code of conduct on poolside.Appropriate numbers of Team management to supervise swimmersAny bad behaviour will not be tolerated and future selection will be in jeopardy | 2 | 2 | 4 | No further actions required |  |  |  |
| Injury to swimmer1-Swimmer2-Various injury | All swimmers to follow appropriate warmup/warm down routineAll swimmers expected to behave safely and appropriatelyFollow local first aid support/guidance | 2 | 2 | 4 | No further action required |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Inappropriate footwear/clothing1-Paticipants2-Risk of slips/ trips/injuryMedical Conditions1-Swimmers2-IllnessDehydration/Overheating on poolside environment1-Swimmers2-Diziness/fainting/nauseaEmergency incident fire/ bomb threat1-All2-Risk to life | Swimmers to wear appropriate team clothing as specified.All swimmers to have completed medical form prior to trip and inform Team Management of any recent illness of injury which may be relevant.Anyone experiencing sickness or diarrhoea upto 48hrs prior to trip will not be allowed to travel.Swimmers to be encouraged to remain hydrated throughout the gala.Team management to keep an eye on swimmers to spot signs of dehydration or illnessAll team management to be familiar with EAP and ensure all staff work with pool staff to safely evacuate the building.Head Count to be completed at assembly point at earliest opportunity. | 2221 | 2335 | 4665 | No further action requiredMedical forms to be completed prior to competitionContinuous monitoring whilst on poolsideNo further action required |  |  |  |

(Score Likelihood & Severity from 1 to 5: Likelihood – 1 = Improbable, 5 = Frequent; Severity – 1 = Negligible, 5 = Catastrophic)

Cumbria ASA Inter Counties Risk Assessment- Travel

|  |  |
| --- | --- |
|   | Risk Rating Action:1-3: No Action4-7: Monitor8-12: Action Required13-19: Urgent Action Required16-25: Stop Activity Immediately |
| **Club:** | **Cumbria Inter Counties Competition** | **Location:** | **Travel Risk Assessment** |
| **Activity:** |  | **Assessor’s Name & role within club:** | **Nick Rig****Team Manager** | **Date assessed:** | **June 20th 2023** |
| **What are the hazards;** **1. Who might be harmed 2. How might they be harmed?** | **What are you already doing?** | **Risk Rating = L x S** | **What else do you need to do to manage and reduce this risk?** | **Action by whom?** | **Action by when?** | **Date Completed** |
| **Likelihood****L: 1-5** | **Severity****S: 1-5** | **Risk****0-25** |
| Bus- Breakdown or accident1-All2-RTC or risk of another vehicle hitting bus when stopped | Use of a reputable bus company ( ) who regularly service and maintain the vehicle.If RTC occurs follow guidance of Police/Ambulance ServiceIf bus breaks down, all to be evacuated off bus to place of safety whilst awaiting recovery | 2 | 3 | 6 | No other actions required |  | Ongoing |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bus fails to arrive1-Swimmers2-Cold/isolated | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team manager calls bus company day before travel to confirm pick up locations and times.Team manager has mobile number of bus driver on the dayParents must not leave children until bus has arrived and children on busHead counts before departure and arrival. | \_\_\_\_\_\_\_\_1 | \_\_\_\_\_\_\_2 | \_\_\_\_2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No further actions required | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_Ongoing | \_\_\_\_\_\_\_\_\_ |
| Children crossing and queuing in car park to get onto bus1-Athletes2-Collison with cars | Parents are asked not to leave children until they are on the bus. Parents must supervise children across the carpark. | 1 | 5 | 5 | Team mangers and parents to continue to safely supervise children in the car park | Team managers and parents | Ongoing |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Sickness on route1-Child2-Vomiting/sickness | If a child is prone to travel sickness then they should take travel sickness medication (if medically advised) or sit at the front of the bus. They should keep a sick bag readily available.Swimmers prone to this to inform team management to be aware. | 3 | 2 | 6 | No further action required |  | Ongoing |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Misbehaviour of children on bus1-Children2-Injury/nuisance to others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Allergies whilst in enclosed bus environment with food items present.1-Anyone2-Allergic reaction of varying severity.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_May have to cross road/Tram/car park to get to pool1-All2-Injury\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lost child1-Child2-Lost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/guardian fails to collect child1-Child2-No picked up | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expectations of behaviour outlined to swimmers prior to trip.If these expectations are not met child will be supervised at front of bus by team management until arrival.Selection at future events would be in jeopardy.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_All allergies to be declared on medical form prior to tripChild must ensure they have appropriate treatments eg epi pen etc with them at all times and ensure that team management are aware of this.The bus will be a nut free environment.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Where possible team management will ask bus to stop directly outside the venue whilst children get out.If unavoidable then ensure all children cross safely under supervision of team management/coaches.Particular attention to be placed on younger swimmersConsider buddy system with older and younger swimmer matched up.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head Count to be completed prior to bus setting off and after all stops on route to venue/destination.Children to be given team manager contact number for the duration of the trip incase of emergencyRatios of ( ) to be kept at all times to supervise children.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ensure all parents are aware of expected drop off time. If children have mobiles then let them call or text during journey home to advise of arrive time.2 emergency contact numbers must be kept for all children.2 members of staff will stay with child until they are collected. | \_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_2 | \_\_\_\_\_\_\_1\_\_\_\_\_\_\_5\_\_\_\_\_\_\_3\_\_\_\_\_\_\_2\_\_\_\_\_\_\_2 | \_\_\_\_\_3\_\_\_\_\_10\_\_\_\_\_6\_\_\_\_\_4\_\_\_\_\_4 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expectations sent to swimmers prior to event.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Medical forms to be completed by all athletes and to be reviewed by Team Manager prior to the event.Any additional conversations can then be made with swimmer or parents.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No further action required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No further action required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If this is a frequent occurrence refer to welfare officer | \_\_\_\_\_\_\_\_\_Team Manager\_\_\_\_\_\_\_\_\_Team Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_Prior to event\_\_\_\_\_\_\_Prior to even\_\_\_\_\_\_\_Ongoing\_\_\_\_\_\_\_Ongoing | \_\_\_\_\_\_\_\_\_\_ |

(Score Likelihood & Severity from 1 to 5: Likelihood – 1 = Improbable, 5 = Frequent; Severity – 1 = Negligible, 5 = Catastrophic)

Cumbria ASA Inter Counties Risk Assessment- Hotel Stay

* Risk Rating Action:

|  |  |
| --- | --- |
|   | Risk Rating Action:1-3: No Action4-7: Monitor8-12: Action Required13-19: Urgent Action Required16-25: Stop Activity Immediately |
| **Club:** | **Cumbria Inter counties team** | **Location:** | **Hotel stay- Premier Inn** |
| **Activity:** | ***Hotel Stay*** | **Assessor’s Name & role within club:** | **Nick Rigg****Team Manager** | **Date assessed:** | **July 27th 2024** |
| **What are the hazards;** **1. Who might be harmed 2. How might they be harmed?** | **What are you already doing?** | **Risk Rating = L x S** | **What else do you need to do to manage and reduce this risk?** | **Action by whom?** | **Action by when?** | **Date Completed** |
| **Likelihood****L: 1-5** | **Severity****S: 1-5** | **Risk****0-25** |
| Room allocation1-Swimmer2-Upset/vulnerable | Room allocations to be decided upon my the Management Team2 swimmers to a room of same sex and same age group.It is requested to hotel that all rooms are on one floor.Team management rooms to be spread evenly across the floor.Lights out 10pmTeam management check floor at 10.10pm to ensure all swimmers in correct rooms.Swimmers to be aware of Team Management room numbers in case required. | 2 | 2 | 4 | Clear guidance on expectations given to swimmers prior to arrival. |  |  |  |
| Meal Times1. Swimmers
2. Missed meal times
 | Meal times to be clearly communicated to swimmers and team management to carry out head count to ensure all present. | 1 | 1 | 2 | No further action required |  |  |  |
| Travel to venue from hotel.1-Swimmer2-left behind/risk from traffic | Team to wear Cumbria Kit to be easily identifiableTo walk as team with team management at front and backHead Count before setting off and on arrival at venue.Cross roads on ‘Green Man’ only. | 2 | 2 | 4 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

(Score Likelihood & Severity from 1 to 5: Likelihood – 1 = Improbable, 5 = Frequent; Severity – 1 = Negligible, 5 = Catastrophic

Appendix 6

Cumbria ASA Medical declaration form

|  |  |
| --- | --- |
| Surname: | First Name(s): |
| Address: |
| Post Code: | Tel No: |
| DoB: | ASA Registration Number: |
| Club: | Name of Coach: |
| Name of GP: |  |  |
| GP Address: |  |  |
| GP Telephone no.: |  |  |

Past Medical History: Please inform us in the box below of any past medical condition/s

Current Medical Conditions/Disability: Please inform us of any current relevant conditions

Current medications being taken

Allergies: Please inform us of any Allergies including medications

ALL INFORMATION WILL BE CONFIDENTENTIAL AND AVAILABLE ONLY TO THE TEAM MANAGEMANT

For any swimmer under the age of 18, IT IS IMPERATIVE, that the Team Management has the necessary authority to obtain any urgent treatment, which may be required. Please get your parent / guardian to complete the following.

|  |
| --- |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the Parent / Guardian of the above named child hereby give permission for the Team Management to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son’s / daughter’s interest, in the doctor’s medical opinion, for any delay to be incurred by seeking my personal consent. |

|  |  |
| --- | --- |
| Parent/Guardian Signature: | Date: |
| Full Name (Block Capitals): |

It is also important that the team management have permission to act “in loco Parentis” for under 18 year olds, please sign below to give this consent.

|  |  |
| --- | --- |
| Parent/Guardian Signature: | Date: |
| Full Name (Block Capitals): |

Appendix 7

**Cumbria ASA Code of Conduct for Inter Counties Competitors.**

As members of the Cumbria ASA Inter Counties Swim Team we understand you have the right to:

* Enjoy your time with us and know that you are safe
* Be told who you can talk to if something is not right
* Be listened to.
* Adapt a ‘can do’ positive attitude
* Be respected by us and other team members and be fairly treated
* Feel welcome, valued and not judged based on your race, gender, sexuality, faith or ability
* Be encouraged to develop your swimming
* Be looked after and if there is an accident or injury to have your parent/guardian informed.

As members of the Cumbria ASA Inter Counties Swim Team we expect you to:

* Keep yourself safe by listening to the Team Management, behave responsibly and speak out if something is not right.
* Take care of your own kit/belongings
* Ensure you are on time and prepared
* Not to wander off and follow instructions
* Ensure you have the correct kit for the weekend
* Respect the privacy of others
* Understand that the use of abusive or inappropriate language/bullying, physical violence or any other behaviour which hurts others will not be tolerated.
* Not to use any device to take photographs or footage of others in the changing rooms \* as per Wavepower.
* Alcohol, smoking or vapes are banned for the duration of the trip- as per ASA Law
* Understand that poor behaviour may result in disciplinary action. Any behaviour which is deemed to be a criminal offence will be reported to the Police
* Report any incidents of bullying or unacceptable behaviour to the team management , even if you are just a witness
* Treat others with respect at all times
* Respect the Team Management and their decisions.
* Wear your full team kit as directed by the Team Management
* Remain on poolside throughout the duration of the event unless directed otherwise by Team Management.

As part of the Inter County trip it is important that:

* Accommodation and transport organised by the Team Management shall be used. Seat restraints where available must be used.
* Swimmers must take part in parades/presentations as directed by the Team Management
* Punctuality is essential and all curfews must be observed
* Barring illness or injury at an event the swimmer shall compete in all events which they have been entered.
* Medical forms must be completed prior to the event and returned to Team Management.

Please sign and return the following consent form to indicate you have read, understand and agree with the Cumbria ASA Inter Counties Code of Conduct and that you will abide by this for the duration of the trip.

|  |  |
| --- | --- |
| **Swimmer-Print name:** | **Swimmers signature:** |

Parent/Guardian- I confirm that I have discussed the Cumbria ASA Inter Counties Code of Conduct with my child and have ensured they understand the contents and are aware of the expectations upon them.

|  |  |
| --- | --- |
| **Parent/Guardian-Print name:** | **Parent/Guardian signature:** |