



SIGN IN / SIGN OUT GUIDANCE COMPETITIONS AND GALAS

Item	Description
1	Communication detailing the signing in/out process will be shared with swimmers, parents, or carers of under 14's prior to the event
2	Contact telephone numbers will be available for all swimmers under 14
3	A Coach will be present at each event and may be accompanied by a Team Manager
4	Coach / Team Manager will be identified to sign swimmers in attendance
5	All swimmers will be expected to sign in and sign out on entry and exit to all events with the designated Coach / Team Manager
6	Parents or carers should inform the Coach in advance of the meet starting if they can no longer attend or are running late. Any absences will be followed up by the Coach / Team Manager
7	Upon signing swimmers in parents / carers must hand over any medication the swimmer is likely to need i.e., inhaler/paracetamol. All medication must be in a clear resealable bag with a pen and paper for the Team Manager to write down any use of medication. All medication must be individually named
8	All swimmers will be supported / monitored whilst poolside by the Coach / Team Manager
9	At Gala's all swimmers will remain poolside until the end of the competition unless prior arrangements have been made with the Coach / Team Manager.
10	At the end of a Gala a nominated Coach / Team Manager will stand at the exit and sign out all competitors and hand over swimmers under the age of 14 to an adult in line with the clubs under 14 policies.
11	At competitions all swimmers will remain poolside until they have completed all their events. Children and Young People under the age of 14 - once finished the Coach / Team Manager will contact the adult collecting them to inform them they are ready for collection. On arrival the swimmer will be handed over to the adult and signed out of the event
12	In the event of late collection, the Late Collection Policy set out in Wavepower (page 101) will be followed

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Owner: Jayne Wilson	Issue No: v1.0	Next Review Date: TBD