



COLSC

'Successfully nurturing Leicestershire's swimming talent since 1978'



Non- competition calendar open meets

Should any CoLSC swimmer wish to attend an open meet that is not on the competition calendar, the following process must be followed in order to comply with SE guidelines and best practice.

- 1) Request permission to attend the open meet from CoLSC Head Coach headcoachcol@gmail.com
- 2) CoLSC Head coach will decide whether the swimmer enters the open meet as CoLSC or the base club.
- 3) If the swimmer is racing representing CoLSC the following documents must be completed and submitted to the open meet planning team via colscsecretary@gmail.com at least one week prior to the event:
 - Risk assessment specific to the race venue, following the CoLSC model template
 - Names of personnel accessing poolside and who therefore require accreditation to manage the warm up, liaise with the referee (if appropriate) and report to the AOE suite (if appropriate).
- 4) Individuals will need to liaise with the promotor and pay any fees to gain accreditation as a SE Chaperone for CoLSC.
- 5) Chaperones must be linked on OMS to CoLSC and therefore have correct and valid DBS checks and SE safeguarding qualifications in place.
- 6) Any incidents should be reported to CoLSC welfare using the blank CoLSC Incident Form within three days of the incident colscwelfare2@gmail.com

It may be preferable to buddy-up the swimmer with the host club / another club that is attending the meet. As such please contact the host/other Head Coach and TM lead with emergency contact and medical detail records for the swimmer in advance, in order that their planning can be completed in a timely manner.

Details of any 'buddy' plans should be included in the risk assessment and submitted to the open meet planning team as per above.