

Person On Duty Guidelines



What is Person on Duty and Why is it Important?

Person on Duty (PoD) is a crucial element of the overall functioning of a swim club. It involves an adult PoD being present to observe each and every club session – pool or dry-land. This is to reduce any potential risks to young people or coaches. It also means that another adult is always present to assist in the case of an emergency.

It is ESSENTIAL that a PoD observes every session. It is therefore crucial that you volunteer for sessions and that you show up for all sessions for which you are scheduled. If you cannot make it, it is up to you to organise for another parent to take your place. If no PoD turns up and the coach cannot call on another parent/guardian/adult to act as PoD, then the session must be cancelled.

In very simple terms, no Person on Duty, no training session.

Pointers

- You should arrive in good time for the session. You should be at the pool before swimmers begin to arrive. Rule of thumb: be there at least 10 minutes before the session begins.
- Be in full view of the pool. You should position yourself on the poolside so that you can see and hear everything that is happening in the pool area. An exception applies where you have smaller children with you; in such cases you may position yourself in the reception or gallery with a good view of the pool
- As the Person on Duty, you should be observing what is happening in the pool area without being distracted by a book, laptop/tablet or mobile phone. It is fine to have your mobile phone with you and switched on, but it should only be used for brief, urgent communications or in an emergency.
- You need to use plastic overshoes (available by the door) or sliders/flip-flops when on the poolside.
- You should record the session time and squad and sign-in in the PoD Diary.
- Any swimmer leaving the pool (to use the toilet etc) should inform the coach before doing so. You should make a mental note of the swimmer having left the poolside and keep an eye out for them returning within a few minutes. If they do not reappear, you should not enter the changing rooms but instead ask the coach to ask another swimmer to check that the first swimmer is OK.
- Conversations between coaches and swimmers should always happen in open view on the poolside.
- Let the coach get on with coaching – only interrupt if you need to draw their attention to something important or urgent (e.g. a swimmer in distress).
- In the case of an emergency, you should assist the coach by supervising swimmers, calling for additional assistance etc.
- If you need to contact a swimmer's parent/guardian, the coach should be able to assist with contact details.
- You should remain at the pool until all swimmers have been collected. If you have to rush off, ask another parent to cover for you.
- In the event of an accident or incident or you have any concerns please raise these with the coach, the Club's Children's Officer, or a committee member as soon as possible.
- **Thank You.** Terenure Swim Club relies on the involvement and commitment of all members