



Instructions for Parent(s) On Duty

Desk

- Get Clipboard from Desk
- Sign your name on the Parents Rota Record
- Mark off names of swimmers as they go through turnstile
- Replace attendance sheet with Instruction sheet in folder

Poolside

- Go on deck and introduce yourself to the coach
- **Remain** on the deck for the duration of the training session
 - In the event of an incident, the coach may call on you to witness a reprimand.
 - Ensure that this is recorded in the incident report sheet, categorise as a '**poolside incident**'

Changing Rooms

- At the end of the session, monitor behaviour in the changing room in the company of the coach or with the other parent on duty. Any incident occurring here should be recorded in the incident sheet, categorise as a '**changing room incident**'.
- PLEASE DO NOT ENTER CHANGING ROOM AREA ALONE
- Return to the desk

Desk

- If any incident occurred during your session;
 - Note it Yes/No below
 - Fill in details on an incident sheet (provided in the clipboard cover) and sign it.
 - Place the incident sheet in the envelope addressed to Shark's Secretary (provided in clipboard), seal & place in the **Information for collection** folder at the desk.