

DIOCESAN COLLEGE AND PREP (BISHOPS)  
USE OF THE THREE POOLS

**Rules for the use of the Pools**

1. The Pools may only be used for training purposes. Residents and employees of the College and Prep may use them for limited recreational purposes outside of training and gala/match times.
2. Rowdy, boisterous, or otherwise, dangerous behaviour will not be tolerated under any circumstances. No glass bottles may be brought into the pool area and no bicycles may be ridden inside the pool fences.
3. Users may only use the pools according to the published times.
4. The Staff changing room and the Pump-room are to be used for staff purposes only. Only Bishops staff members and authorized coaches will be allowed access.
5. Special events (these include Sports' Festivals, Sporting Chance and any special aquatic events):
  - 5.1 Those organising such events will ensure a life guard is present for any period of time that the Pools are open.
  - 5.2 If any other gates other than the designated gate are required to be open for any event, a written request in this regard, must be submitted to the Operations Manager at least one week before the event. Arrangements will then be made for the relevant gates to be opened, monitored / guarded while open, and locked after the event. If there are any costs associated with such request (for example, extra guards or use of flood lights at the swimming pool), these will be for the account of those organizing the event.
6. Valuable items should not be left in the changing rooms at any time. Any losses or damages incurred will be for the account of the user.
7. No-one may tamper with any equipment installed to control or monitor access to the Pools, or any other pool equipment. Damage to equipment/facilities must be reported immediately to the Operations Manager.
8. If found to be in breach of the rules:
  - 8.1. Learners of the College will receive a Saturday Detention in the first instance and if the offence is repeated may face a Disciplinary Committee hearing.

- 8.2. Employees may face disciplinary action in accordance with the Contract of Employment.
- 8.3. Outside users may have their access to the Pools revoked for any period of time, including permanently.
- 8.4. If appropriate, criminal charges will be pressed.

### **Access to the Pools**

1. No person under the age of 18 (and anyone over the age of 18 who is still registered as a learner at Bishops) may enter the Pools unless accompanied by an authorised user as defined in this policy which would be a member of staff or an adult coach.
2. No one may ask the pool maintenance specialist to act as a life saver.
3. Teachers and adult coaches have to be physically present within the perimeter of the Pools with any College learners or any users under the age of 18 (including their own children) and when teams are being coached by school boy coaches or during matches and/or galas.
4. The Pools are not a public facility and are therefore not available for use by members of the public.
5. All authorised users (requiring the use of the Pools for regular use) will be issued with an electronic tag to open the gates to the pools. The tag is to be available for inspection by any school official on request.

#### Applying for a tag:

- 5.1. Tags are issued by the Operations Department.
- 5.2. Application must be made on the prescribed booking form obtainable from the Operations Department and lodged with the Operations Department at least one week prior to access being required.
- 5.3. The application form will constitute a contract between the user and the College.
- 5.4. All requests shall be reviewed and approved by the Operations Manager (in consultation with the MiC's of Water Polo and Swimming).
- 5.5. Tags will be valid for one season only. Tags will need to be reactivated again at the beginning of the new season.
- 5.6. Keys to changing rooms and store room/pump room may not be issued to anyone other than the pool maintenance specialist and Bishops staff.
6. Procedure for applying to use any of the Pools for a single event:
  - 6.1. Application must be made on the prescribed booking form obtainable from the Operations Department and lodged with the Operations Department at least one week prior to access being required.
  - 6.2. The application form will constitute a contract between the user and the College.

- 6.3 All requests shall be reviewed and approved by the Operations Manager (in consultation with the MiC's of Water Polo and Swimming if necessary).
7. Price and costs of hiring the pool facilities:
- 7.1 Will be determined by the prescribed tariff list approved by the College Executive.
- 7.2 Payment shall be made on application.
- 7.3 Lost tags will be replaced at a fee to be determined annually by the Operations Manager.
8. External Clubs / Agencies: Such a club / agency may apply to use the Pools either regularly or for a single event. In addition to any conditions stipulated above:
- 8.1 The application form will be signed by a duly authorised official of the Club / Agency.
- 8.2 The authorised official will be responsible for the use of the facilities and will ensure that all members of the Club / Agency will use the facilities according to this Policy.
- 8.3 The pools may only be used after school training and matches are finished.
- 8.4 The water polo pool may not be used for training on Sundays.
9. Injuries during training or galas/matches:
- 9.1 Injured swimmers or polo players must leave the pools immediately - especially if they are bleeding.
- 9.2 Staff should attend to minor injuries at the pool using the first aid kits found in the storeroom and pump room.
- 9.3 Severe injuries including deep cuts should be attended to the SAN sister.

### **Disclaimer**

10. Any injury, loss of property, damage to property or death will not be the responsibility of Bishops or any of its employees.