



# Club Room and Pool Procedures

## BSAC London No 1

### On Arrival

- Keep open the door between the pools and the common corridor so people can easily find us and so that it's easy and safe to carry equipment through.
- Unlock the door between the carpark and the common corridor.
- Open the clubroom and leave the combination locks on a random number.
- Identify and remove or make safe any obstructions or hazards between the club room and the pool. Handle objects carefully – they are owned and loved by somebody.

### Using the Centre

- Be friendly and courteous to everyone. You are an ambassador for your club.
- Nurture good relationships with the centre staff.
- We have exclusive rights to use our club only. The various common areas are used by many other people including centre staff and other clubs. Be respectful towards other people who need to use these areas at the same time as us.
- Be careful with things that have been left in the common areas. Things may look junk to us, but yet be very important to other people.

### Using the Carpark

- Don't park in the carpark unless loading/unloading equipment. There is plenty of nearby free parking after 18:30.
- Some nights are very busy with loading/unloading so try to do what you need to do and then move your car away to make space for others.
- If possible close the gate during periods where cars are not coming in and out.

### Using the Clubroom

- Don't move or remove the first aid equipment except for the purposes of using it.
- Leave equipment in need of fixing on the workbench with a tag explaining the issue. Notify the equipment officer of the problem (by email or whatsapp) with any necessary pictures.
- Put things back in their proper places after use.
- Be conscious that we use the room for theory training. If a lesson is going on then please chat elsewhere.
- If you see that the clubroom is messy/disorganised – please tidy it!
- All rubbish must be taken away from the clubroom.

### Using the Pool

- A few minutes before the session ask the lifeguard to lower pool to maximum depth.
- Follow the club diving rules.
- If you are swimming or snorkelling use the slide's ladder and keep to that edge. Wear mask/googles and be aware of divers below you.

- If you are diving be aware of other pool users above you at the surface.
- Rinse equipment in the changing room showers before returning it to the club room.
- Empty BCs of water at poolside in the in the changing room showers – not in the club room.

## On Departure

- Ensure that nothing has been left poolside or in the common storage room.
- Ensure that all club equipment is put away in its proper place and that the room is tidy.
- Lock the clubroom with both combination locks.
- Ensure that the gate is locked

