





# Aquatic Enrolment Form (part 2)

Participant Name \_\_\_\_\_

## The Marigold Southey Centre: Sports and Aquatic Centre

### Policies and Procedures

\* *Please initial each item, confirming your understanding and agreement to abide by each of the Sports and Aquatic Centre Policies and Procedures*

Enquiries within the Sports and Aquatic Centre

Please direct all enquiries in regards to co-curricular aquatic programs to the Aquatic Centre Manager, Anthony Coulson – on pool deck, via email ([acoulson@stcatherines.net.au](mailto:acoulson@stcatherines.net.au)) or contacting him on 9828 3999.

Please note that no enquiries may be directed to the PE Office – this is a work space for faculty teaching staff and not general aquatic staff. Thank you in advance for your consideration.

Emergency Procedures

In the event of a Major Emergency, three loud whistle blows will signify that both pools need to be vacated immediately. It is imperative that pools are cleared in a quick and orderly fashion. St Catherine's Sports and Aquatic Centre staff will need to tend to the Emergency and therefore will be unable to supervise the pools. Emergency services may need to be called. It is paramount that the entries to the pool, including rear driveway, along with the pool concourse are kept totally clear.

In the event of a Major Emergency, lessons may need to be cancelled entirely for the remainder of the session, and in this unfortunate event, lesson costs will not be reimbursed to parents.

St Catherine's Sports and Aquatic Centre has put into place Pool Rules, staff supervision policies, signage, safety equipment and first aid equipment in an effort to reduce the likelihood of Major Emergencies. In the event of any other unforeseen circumstances (for example: power outage, plant breakdown, chemical imbalance, water biohazard) that cause the complete or partial closure of the swimming pool(s), lesson costs will not be reimbursed to parents. In the case of a total Centre evacuation, the main assembly point will be outside and down onto the Junior School Sports Field at the street front.

Payment & Re-enrolment

All program fees must be pre-paid prior to the beginning of each term. Failure to pay tuition fees will result in this participant's position in the program being immediately removed. Credit card and cheque payments are accepted. Re-enrolment into a new term must be completed and paid in full prior to the current term breaking for holidays – this is the responsibility of each family. Holiday Programs must be paid in full upon enrolling. Please note that St Catherine's School does not apply Pro-rata charges to participants who join Aquatic Programs after a Term has already commenced – the original fee will apply.

Medical Conditions & Periods of sickness

A condition of entry into any programs within the St Catherine's Sports and Aquatic Centre is that prior notification in writing is required for any serious medical conditions that may impact on the safety of an individual or others participating in programs within the Centre. It is a general consideration to other fellow members and staff that if a participant becomes ill around the day of their lesson that they do not attend. During any bouts of diarrhoea or gastro-related illness, swimmers must not attend swimming lessons until given clearance by a doctor.

Photography and Video Recording Policy & Permission

From time to time St Catherine's Sports and Aquatic Centre staff may take photos or video of the programs within the Centre. Material may be used as displays within the Centre, to support marketing material, to support articles in the media, to be displayed on our website or for staff training purposes. By initialling this section you give consent to photographs and video of you and your child being used in accordance with the uses outlined above.

STRICTLY NO PHOTOGRAPHY OR VIDEO TO BE TAKEN WITHIN THE CENTRE without the permission of Aquatic Centre Management.

Uniform / Dress Code

It is compulsory that all participants of Aquatic Programs within the Sports and Aquatic Centre wear swimming caps at all times whilst within the water. Girls are required to wear one piece bathers – bikini style bathers are not permitted, likewise no board shorts may be worn by male participants. All males are to wear 'Speedo'-type bathers only.

Due to the nature of the pool's rubber concourse, no high heel shoes are permitted within the Centre – these can damage the floor.

Lost Property

Lost property that is left behind in the Sports and Aquatic Centre will be collected and stored within the Centre for a maximum of **one week**; after this time all lost property in good condition that is unclaimed will be forwarded to Student Services in the Senior School or to the Junior School office for processing. Unnamed items will be discarded. Please be sure to name all personal items.

IMPORTANT HYGIENE!

Please note that no soiled or dirty shoes are to be worn into the Sports and Aquatic Centre – keeping a clean and hygienic concourse is imperative to ensuring that our pool water is kept healthy and hygienic.

Learn To Swim classes / Squad training sessions – afterschool policy and arrival times

Participants in the out of school hours Aquatic Program are not permitted in the Centre any earlier than 10 minutes prior to the beginning of their lesson. All aquatic lessons have specific start and finish times. It is important that participants arrive five minutes prior to the start time of each session (or earlier for squad sessions if specified by the coach) to ensure participant's do not interrupt classes once they have already begun. At the completion of all swimming lessons and squad sessions there is strictly no opportunity for free water play, all participants are to vacate the pool and head directly to the change-room. Once changed, participants are to vacate the Centre.

Grievances

Staff at the St Catherine's Sports and Aquatic Centre are available to help ensure that your experiences within the Centre are positive and memorable. Any concerns can be directed to the Aquatic Centre Manager.



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Cancellations & Refunds

In the event of a student cancelling classes during a term or during holiday swimming there will be no refund or credit. In the event of a serious medical condition occurring, a submission in writing may be made, accompanied by a medical certificate that explicitly states that the cancellation of further classes is due to a current and serious medical condition that would exclude the student from participating in aquatic activities.

Missed Lessons & Make-up Sessions

Missed classes will be strictly at each participant's own expense. St Catherine's Sports and Aquatic Centre is not responsible for participants missing their designated aquatic sessions. Whilst opportunities for make-up classes may exist from time to time, they are in no way guaranteed. Make-up lesson availability can be sought from the Swim School Coordinator. Make-up classes may only be sought due to genuine medical reasons or times of genuine family hardship. A maximum of two make-up lessons may be sought per term. Participants may only participate in a make-up class if there is a position available at the appropriate level standard. Make-up lessons are strictly not carried over into subsequent new terms.

Assessments

St Catherine's Sports and Aquatic Centre operates on a continual assessment system. The teacher responsible for each swimmer will determine when they feel that a swimmer has satisfied the syllabus for each level, at which time the Swim School Coordinator will independently assess the swimmer and make a final judgement on whether the swimmer is ready to progress to the next level.

End of Evening Policy & After Hours Care Penalty

All participants participating in programs in the St Catherine's Sports and Aquatic Centre are strictly required to exit the Centre no later than 15 minutes after the conclusion of the last class for the evening.

IMPORTANT: Any Junior School student who has yet to be picked up after 15 minutes of the last class finishing will automatically be considered to be in After Hours Care and families invoiced at a rate of \$25/15 minutes. Efforts will be made to contact parents and guardians who do not show for pick-up – all families must provide details of an emergency family contact.

IMPORTANT : Any student who is entered into After Hours Care due to parents running late for pick up on two occasions within a single term will be removed from the program.

Conduct, Respect & Pool Rules

Staff of the St Catherine's Sports and Aquatic Centre are passionate about swimming and seeing participants achieve their potential – an environment that encourages learning and positive experience for which teams strive. Staff reserve the right to cancel a participant's aquatic sessions, with no refunds or credits given, in the event that a participant displays behaviour that is deemed inappropriate or disrespectful to fellow participant's, other parents or staff. Violent conduct or use of indecent language will be grounds for cancellation with no credits or refunds given. The Centre Rules are in place for participant, staff and spectator safety and wellbeing. The Centre Rules must be obeyed at all times; failure to do so may result in the cancellation or suspension of a participant's aquatic sessions. In the case that a membership is suspended for misconduct, a participant's position in the program will not be guaranteed once the suspension period has finished. **NOTE:** By initialling this section of the Policies and Procedures, you hereby declare that you have understood the St Catherine's Sports and Aquatic Centre Rules (version August 2011) and are aware of the importance of obeying the Centre's rules.

Communication

St Catherine's Sports and Aquatic Centre information distribution occurs via email and *The Weekly E-News*. Please be sure to inform Aquatic Centre Staff and St Catherine's School of any changes to your email address or other contact details. It is recommended that emails be checked on a daily basis.

Changes to Sports and Aquatic Centre Policies and Procedures

St Catherine's Sports and Aquatic Centre reserves the right to make changes to: the Centre's Policies and Procedures, classes and session times, staffing, maximum participant in a class, lesson lane allocations, enrolment periods and enrolment procedures.

### Parent/Guardian Declaration OR Participant Declaration (for participants over 18yrs)

I \_\_\_\_\_, parent/guardian of \_\_\_\_\_, hereby acknowledge that I have read, understood and agree to abide by all of the policies and procedures listed in *part 2* of the *Aquatic Enrolment Form*. I also declare that my child (or myself – in the event of Adult Swimming Groups) have no personal or medical conditions that will impact on their/my safety or the safety of other pool users or staff whilst participating in Aquatic Programs at the St Catherine's School Sports and Aquatic Centre.

Signed \_\_\_\_\_

Date: \_\_\_\_\_



# St Catherine's School

Aquatic Details Form \* *Please ensure ALL fields are filled in below*

*Please note: Current St Catherine's students do not need to fill out this form*

## Participant details

First Name		
Surname		
Gender	<input type="radio"/> Female <input type="radio"/> Male	Date of Birth
Contact Details		
Email address _____		
Medical conditions:		
(Anaphylaxis Form or Asthma Management Forms must accompany Aquatic Enrolment Form)		

## Emergency contact person #1

First Name	
Surname	
Relationship to participant	
Contact number (please supply a minimum of 2)	Home: Mobile: Work:

## Emergency contact person #2

First Name	
Surname	
Relationship to participant	
Contact number (please supply a minimum of 2)	Home: Mobile: Work: