No. DE.41/Sports/2009/11-111  Dated:- 2nd April, 2009

To

The Principal
1. RPVV, Sham Nath Marg Delhi.
2. GBSSS, Bharat Nagar, Delhi.
3. RSBV, Jheel Khurenja, Delhi.
5. GBSSS, Sec. VI, R.K. Puram, New Delhi.
7. Asharfi Devi SBV, Plot No.6, Jhandewalan, New Delhi.
8. SBV, West Patel Nagar, New Delhi.
9. GGSSS No.2, C Block, Janakpuri, New Delhi.
10. SKV L Block, Hari Nagar, New Delhi.
11. GBSSS, A Block, Defence Colony, New Delhi.
12. SBV No.1, Shakurpur, Delhi-34.
14. GBSSS, C-Block, Mangol Puri, Delhi

Sub:- Duties and responsibilities of the swimming pool staff.

Sir,

I am to send herewith duty lists in respect of the Swimming Pool staff viz. swimming coaches, Life Guards & Mechanic-cum-care takers for your information and necessary action. The swimming pool staff of your school may please be directed to work strictly in accordance with the duties and responsibilities assigned to them.

Yours faithfully,

Sd/-

(SATPAL)

ADDL. DIRECTOR OF EDUCATION (SPORTS)

Copy for information & necessary action to:-
1. All RDEs
2. All District DDE’s
3. The ADE (Sports)
4. All Education officers
5. All SPEs
6. All concerned HOS
7. All Swimming Coaches / Life Guards / Mechanics-cum-caretakers of the Swimming Pools through HOS.
8. O.S (IT) with the request to place the circular on website
9. P.A. to the Director of Education, Delhi

Sd/-

(SATPAL)

ADDL. DIRECTOR OF EDUCATION (SPORTS)
GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION: SPORTS BRANCH
CHHATTARSAL STADIUM: MODEL TOWN: DELHI -110009

DUTIES & RESPONSIBILITIES OF SWIMMING COACHES

(i) DUTIES CONCERNING TEACHING / COACHING & HOLDING SWIMMING CLASSES.

1. He shall teach swimming to the children registered at his pool and coach them for competitive swimming throughout the year. During the Swimming Session w.e.f. 1\textsuperscript{st} April to 31\textsuperscript{st} October. He will teach swimming at the pool and during the “off-season training” to the swimmer and help in implementation of sports programme in the school.

2. He shall inspect the pool twice a day, if possible, and ascertain the suitability of water for swimming use.

3. No body shall enter the pool premises without the prior permission of the coach concerned.

4. He shall enroll the swimmers for training at his pool.

5. He shall ascertain that the beginners use red caps while using the pool.

6. He shall educate the trainees regarding the rules & for using the pool and apprise them of the “Deep End” Shallow End” etc.

7. He will make sure that the swimmers are in proper swimming uniform.

8. In the absence of Life Guards, he will hold the classes of the swimmers only and shall perform the duties of Life Guards also. He will take classes from outside of the pool i.e. edge of the tank.

9. He is authorized to cancel the registration of any swimmer s / who either do not respond to the training or do not follow the ruler or found indisciplined / irregular in attending the class. This matter will be brought in the knowledge of concerned authorities.

(ii) SPECIALIZED TEACHING JOB :-

1. To prepare the school swimming team consisting of both boys and girls from their respected Govt. Schools and participate in the inter school open Aquatic Meet and Delhi State Meet.
2. To organize & hold special coaching camp for the talented swimmers and probables for the Nationals and other prestigious competitions and accompany with the team as coach / manager / official.

3. To take refresher course classes for the Life Guards / PETs and acquaint them with the latest techniques.

(iii) **ORGANIZATIONAL** :-

(i) To assist the Department in organizing the zonal, Inter-zonal, rural Sports, women Festival and invitational Tournament & Nationals and act as official in these competitions.

D. **ADMINISTRATIVE JOB** :-

1. To supervise the work of swimming pool staff, give them necessary instructions when required and act as reporting officer for them.

2. To keep liaison with the agencies responsible for the maintenance and up-keep of the swimming pool.

3. To maintain the record of the Swimming pool staff attendance at the swimming pool throughout the year, in a separate attendance register for swimming pool.

4. Minimum casual leave should be granted to him during the swimming session by the Principal.

5. The leave period of swimming coach should be intimate to sports branch will in time.

E. The coach will report half an hour before the start of the classes and shall leave the pool when all students leave the pool. He will also sign the register after the classes are over.

F. He will act and perform all these duties under the direct control & supervision of the Principal who will be controlling officer for the pool.

The Head of the School should ascertain that all safety measures have been taken before declaring the pool open for the use of the children. They should also extend all possible help and facilities in maintaining and running the pool in proper order.
Posting and transfer of the Swimming Coaches from one pool to another shall be made by the Addl. Director of Education (Sports).

The Coaches will submit monthly report in respect of the functioning and other activities at the Swimming Pools through the Head of the concerned School which should reach in the Sports Branch by the 5th of every month positively.

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ADDL. DIRECTOR OF EDN. (SPORTS)
DUTIES & RESPONSIBILITIES OF LIFE GUARDS

1. The Life Guard shall be solely responsible for the safety and rescue of the trainees while using the pool.

2. He shall take the ROLL-CALL of the students before and after the class and ensure that the correct number of trainees have come out of the pool after using it.

3. All the “Life Saving Equipments” will be under the charge of the Life Guard who will keep them in his custody. He is responsible for their upkeep / maintenance and ensure their being in proper working condition. Any defect should immediately be got removed through the DDO and the Coach. He will keep this “Life Saving Kit” ready for use by his side when the swimming classes are going on.

4. He will take a round of the pool before and after each swimming class session and ascertain that there is no abnormality in the pool.

5. He shall ensure that the trainees observe the safety rules.

6. He shall always be in his proper kit when the swimming classes are going on and shall not indulge himself in talking or attending to the visitors and shall not practice swimming when the classes are on.

7. In order to keep himself in trim, the Life Guard shall undergo necessary practice of Life saving skills at least twice a week, after or before the classes under the supervision of the coach.

8. He shall assist the coach in all matters pertaining to swimming pool activities as directed by the coach.

9. In the absence of the coach, he shall look-after the affairs of the pool in addition to his normal duties of life guard, temporarily.

10. He shall assist the coach in imparting off-season training to the swimmers in the off-season.

11. In the absence of the coach, he will supervise classes of swimmers.

12. He will assist the Department in organization the zonal, Inter zonal, Rural Sports, women Festival, International tournament and Nationals.
13. In addition to the above duties, he will discharge any such duty concerning the school / swimming pool/ Department which may be assigned to him by the authorities.

14. Minimum leave (casual) should be granted to him during the swimming session by the Principal.

15. The leave period of swimming coach should be intimate to sports branch will in time

16. Life Guard will report half an hour before the start of the classes and shall leave the pool when all students leave the pool. He will also sign the register after the classes are over.

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DUTIES FOR MECHANIC CUM-CARETAKER

Duties as Mechanic :-

(i) The Mechanic-cum-caretaker is solely responsible for the supply of clear, clean water in the pool to the satisfaction of the coach.

(ii) He shall operate the filtration plant, tube-well and suction Sweeper for a period as required according to the conditions of water.

(iii) He shall mix proper quantity of the chemicals / chlorine gas in the water from time to time.

(iv) He is responsible for reporting any mechanical and technical defect concerning the pool to the PWD or other concerned agencies.

(v) The Mechanic shall remove the upper dirty layer of the water and keep it ready for use.

Caretaking Job

1. In addition to the duties as Mechanic he shall work as caretaker. He shall collect the belongings of the swimmers and put them safe and return them after the class is over.

Working House :-

1. As decided by the Department from time to time.
2. Minimum leave (casual) should be granted to him during the swimming session by the Principal.
3. The leave period of swimming coach should be intimate to sports branch will in time.

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