

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SPORTS BRANCH
CHHATARSAL STADIUM: MODEL TOWN: DELHI-110009

No.DE-41/Sports/2014/ 604-654

Dated:-21st April 2014

CIRCULAR

Sub:- Guidelines for Swimming pools of the Directorate of Education.

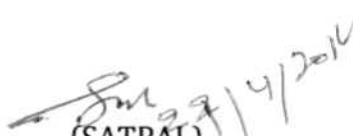
In supersession of all previous orders on the subject cited above, please find enclosed herewith the following guidelines as well as duties & responsibilities in r/o swimming pools of the Directorate of Education:

1. Guidelines for Running and Operation of swimming pools of the Directorate of Education.
2. Duties and Responsibilities of Swimming Coaches of Directorate of Education.
3. Duties and Responsibilities of Swimming Life Guards of Directorate of Education.
4. Guidelines for students for using the swimming pools of the Directorate of Education.

Further, it is added that Sh. S.R. Sawoo. Asstt. Director of Education (Sports) and Swimming expert is nominated nodal officer on behalf of this Directorate to facilitate and making liaison with the heads of the schools as well as different agencies like Delhi Police, PWD, MCD etc. for operationalisation of the pools and obtaining their licenses.

All the concerned heads of the schools are requested to act accordingly.

This issues with the prior approval of Director of Education.


(SATPAL)
Addl. Director of Education (Sports)

Copy to the following for information and necessary action:

1. All Addl. Des
2. All RDEs
3. All DDEs
4. All ADEs
5. All Eos
6. All SPEs
7. All HoS
8. PS to Pr. Secy. (Edn.)
9. PS to Director (Edn.)
10. OS (IT) with the request to place the circular on website.

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Dated:- 21.04.2014

GUIDELINES FOR RUNNING AND OPERATION OF SWIMMING POOLS OF THE DIRECTORATE OF EDUCATION

1. The Directorate of Education owns the swimming pools within the premises of the following schools:

- SAC Govt. Sarvodaya Vidyalaya, Sham Nath Marg
- GBSSS, Bharat Nagar
- Babu Ram SBV, Shahdara
- RSBV, Jheel Khurenja
- GBSSS, Sector VI, R.K.Puram
- Asharfi Devi SBV, Plot no. 6, Jhandewalan
- SBV, West Patel Nagar
- GBSS No.1, C- Block, Janak Puri
- SKV, L Block, Hari Nagar
- GBSSS, A block, Defence Colony
- SBV No.1, Shakurpur
- Sarvodaya Coed SSS, Safdurjung Enclave
- GBSSS No.1, Rajouri Garden Extn
- Govt. Co-ed SSS, C Block, Mangolpuri

2. The swimming pools will be operated from April to 15th November every year.

3. The swimming pools will remain closed on all Sundays and 2nd Saturdays. The timings of the operation of the swimming classes on all other days will be as under:

Morning: 0600 hrs to 0645 hrs for advance swimmers.
0700 hrs to 0930 hrs for learners.

Evening: 1530 hrs to 1815 hrs for learners.
1830 hrs to 1915 hrs for advance swimmers.



4. A student, who has attained the age of 8 years on 1st April of the same calendar year and is enrolled in a school, will be eligible for admission in the swimming pool. Only a school student is eligible for admission in swimming pool of the Dte., irrespective of Government; Government aided and private recognized unaided school.
5. The admission forms and I-cards will be provided by Sports Branch. The process of issuing the application forms to the students; receiving the filled up application forms; its scrutiny and issue of Identity Cards will be taken up by the concerned head of the school. The records of all the admission forms will be maintained by the concerned Head of the school.
6. No fee will be charged from any student on account of admission in the swimming pool.
7. It will be the responsibility of each Head of the school to put the pool in operation. Wherever applicable, the morning session of the swimming pool will be monitored by the Head of the school of 1st shift and the evening session of the swimming pool will be monitored by the Head of the school of 2nd shift.
8. The responsibility of obtaining the license from Delhi Police for operation of the pool will rest with the Head of the school of the morning shift, wherever applicable. He / she may incur the statutory expenditure, for obtaining the license, from his / her own sources which will be reimbursed by the Sports Branch to the head of the school.
9. The Head of the school will devise his / her own mechanism for operation of the swimming classes in the pool. They may also undertake a general physical fitness test for admission.
10. Swimming classes for the girl students will be held separately in the presence of a lady coach / life guard. Wherever there is no lady coach / life guard, the Head of the school may designate any lady teacher of the school to monitor the girl student classes at the pool.
11. No swimming costume and caps will be provided by the Directorate to any swimmer.
12. It will be compulsory for the school to prepare at least one team in sub junior category for participating in the Inter-school swimming competitions.



13. The students of the school, where the swimming pool is located, have the first right to use the pool. Thereafter, the students of the nearby schools may avail the facility of swimming training.
14. It will be mandatory for each swimmer to make entry in the register, exclusively meant for this purpose, before entering and leaving the swimming pool.
15. Separate area will be designated at the pool for the accompanying parents.
16. The swimming pool is to be put in operation in the presence of swimming coaches and life guards, nominated by the Sports Branch of the Directorate. The duties and responsibilities of the swimming coaches and life guards are enclosed with these guidelines.
17. The concerned head of the school is required to undertake safety measures, beforehand, to avoid any mis-happening during the conduct of swimming classes.
18. The decision of the Directorate of Education will be final for all admission and operation related matters and will be binding upon all the users.



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**DUTIES AND RESPONSIBILITIES OF SWIMMING COACHES OF
DIRECTORATE OF EDUCATION**

1. He / She will teach swimming to the school going children registered at the pool and coach them for competitive swimming. During the swimming session, he / she will teach swimming at the pool and during the “off-season”, he / she will help in implementation of sports programme in the school.
2. Before starting the pool, he / she will keep liaison with various authorities and provide all possible assistance to the Head of the school in obtaining license from Delhi Police. He / She will also keep liaison with the agencies responsible for the upkeep and maintenance of the swimming pool.
3. During the swimming session, he / she will inspect the pool twice a day and ascertain the suitability of water for swimming purposes.
4. He / She will ensure that only the registered swimmers enter the pool premises.
5. He / She will provide all cooperation and expertise to the head of the school in registering the swimmers for the swimming classes.
6. He / She will ascertain that the beginners use red caps while using the pool.
7. He / She will educate the trainees with the rules for using the pool.
8. He / She will ensure that the swimmers use the pool in proper swimming costume.
9. In the eventuality of absence of life guards, he / she will perform the duties of life guards also, in addition to his / her normal duties, without any extra remuneration.



10. He / She will ensure that strict discipline is maintained at the pool by the swimmers as well as their parents. He / She is authorized to recommend the cancellation of registration of those swimmers who either do not respond to the training or do not follow the rules or are found indisciplined / irregular in attending the classes.
11. He / She will organize special coaching camps for the talented swimmers and probables for the National tournaments and other prestigious competitions. He / She will, compulsorily, accompany the school swimming team to different zonal; inter-school & other swimming tournaments. He / She will accompany the Delhi state team as coach / manager / official in National School Games.
12. He / She will, compulsorily, assist the Directorate in organizing zonal; inter-zonal, PYKKA games; women competitions and other tournaments.
13. He / She will supervise the work of swimming pool staff; give them necessary instructions when required and act as reporting officer for them.
14. He / She will report well before scheduled time of start of the classes and leave the pool when all students have left the pool. He / She will also sign the students' register, daily, after the classes are over.
15. He / She will report to the Head of School and maintain harmonious relationship with the head of the school.
16. He / She will have to discharge any such duty, as is assigned by the Directorate, in the interest of the swimmers.
17. Under any circumstances, swimming coach will not take any kind of leave without obtaining the prior permission of the Competent Authority, so that suitable substitute may be arranged for smooth functioning of the pool.



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**DUTIES AND RESPONSIBILITIES OF SWIMMING LIFE GUARDS OF
DIRECTORATE OF EDUCATION**

1. A life guard shall be solely responsible for the safety and rescue of the trainees while using the swimming pool.
2. Before starting the pool, he / she will keep liaison with various authorities and provide all possible assistance to the Head of the school in obtaining license from Delhi Police. He / She will also keep liaison with the agencies responsible for the upkeep and maintenance of the swimming pool.
3. He / She will take the ROLL-CALL of the students before and after the class and ensure that all the students have come out of the pool after using it.
4. All the "Life Saving Equipments" will be under the charge of the life guard who will keep them in his / her custody. He / She will be responsible for their upkeep / maintenance and ensure their being in proper working condition. Any deficiency should immediately be got corrected through the coach and Head of the school. He / She will keep the "Life Saving kit" ready for use by his side when the swimming classes are going on.
5. He / She will take a round of the pool before and after each swimming class session and ascertain that there is no abnormality in the pool.
6. He / She will ensure that the trainees observe the safety rules.
7. He / She will ensure that only the registered swimmers enter the pool premises.
8. He / She will provide all cooperation and expertise to the head of the school in registering the swimmers for the swimming classes.
9. He / She will always be in his proper kit when the swimming classes are going on. He / She will not indulge himself / herself in talking or attending to the visitors and shall not practise swimming when the classes are on.



10. He / She will undergo necessary practice of life saving skills at least twice a week, before or after the classes, in order to keep himself / herself abreast.
11. In the eventuality of absence of swimming coach, he / she will temporarily perform the duties of coach also, in addition to his / her normal duties, without any extra remuneration.
12. He / She will ensure that strict discipline is maintained at the pool by the swimmers as well as their parents. He / She is authorized to recommend the cancellation of registration of those swimmers who either do not respond to the safety measures or do not follow the rules or are found indisciplined / casual in adhering to the safety related matters.
13. He / She will, compulsorily, assist the Directorate in organizing zonal; inter-zonal, PYKKA games; women competitions and other tournaments.
14. He / She will report well before the scheduled time of start of the classes and leave the pool when all students have left the pool. He / She will also sign the students' register, daily, after the classes are over.
15. He / She will report to the Swimming coach and to the Head of School. He / She will maintain harmonious relationship with them.
16. He / She will have to discharge any such duty, as is assigned by the Directorate, in the interest of the swimmers.
17. Under any circumstances, swimming life guard will not take any kind of leave without obtaining the prior permission of the Competent Authority.



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**GUIDELINES FOR STUDENTS FOR USING THE SWIMMING POOLS
OF THE DIRECTORATE OF EDUCATION**

1. The facility of swimming coaching and training will be available only for the school students, irrespective of Government school; Government aided school and private recognized unaided schools.
2. A student, who has attained the age of 8 years on 1st April of the same calendar year and is enrolled in a school, will be eligible for admission in the swimming pool.
3. A student, desirous of receiving coaching and training at the pool, will have to fill an application form which will be available with the concerned Head of the school. The students will have to deposit the filled-in application form to the concerned Head of the school.
4. No fee will be charged from any student on account of admission in the swimming pool.
5. A student is expected to attend the swimming session after having light refreshment at least 3 hours prior to the swimming class.
6. Separate batches will be made for each session by the concerned Head of the school in consultation with the swimming coaches.
7. Wherever applicable, the students desirous of receiving coaching in the morning session will have to submit the filled in form to the Head of the school of the morning session. Similarly, the students desirous of receiving coaching in the evening session will have to submit the filled in form to the Head of the school of the evening session.
8. The students of the school, where the swimming pool is located, have the first right to use the pool. Thereafter, the students of the nearby schools may avail the facility of swimming training.



9. It will be mandatory for each swimmer to make entry in the register, exclusively meant for this purpose, before entering the swimming pool. The Head of the school as well as swimming coach have right to take appropriate action against those swimmers who fail to make entry in the register.
10. All swimmers have to bring their own costumes and caps for swimming in the swimming pool.
11. Separate area has been designated at the pool for the accompanying parents. Parents are requested not to go beyond the designated area.
12. Strict discipline should be maintained at the swimming pool.
13. All safety measures have to be followed by the students for using the swimming pool.
14. All the students are required to enter the pool water only after they have taken a shower bath and foot bath in the bath room.
15. No student will be allowed to enter the pool water in any apparel other than a recognized swimming costume.
16. The students will be allowed to enter the pool only at the allotted day and time. The students are advised not to stay or remain in the premises, beyond the allotted day and time.
17. No student should try to foul or pollute the waters of the pool by spitting or in any other manner whatsoever. Proper hygiene should be maintained at the pool.
18. No such student who is suffering from any skin disease, venereal disease or any other contagious disease will be allowed to use the swimming pool.
19. No pets or animals will be allowed in the swimming pool area.
20. The guidelines of the Directorate of Education are binding upon all the students. Any student who fails to obey the guidelines of the Directorate of Education, is likely to face severe disciplinary proceedings.

