



CODE OF SAFE PRACTISE

Waikato Diving Club Incorporated Society

Abstract

To ensure the health, safety, and wellbeing of all Waikato Diving Club members during trainings, competitions and other club-related activities.

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Code of Safe Practice — Policy

Policy Statement

This **Code of Safe Practice** ensures the necessary precautions and procedures are undertaken during Waikato Diving trainings, competitions, and other club-related activities.

Scope

The **Waikato Diving Club Incorporated Society (WDCIS)** is committed to providing and maintaining a safe and healthy environment for all participants involved in Springboard and Platform Diving under the Waikato Diving Club.

General Safety Responsibilities

All members of Waikato Diving Club are expected to:

1. Take reasonable care of their own health and safety and that of others.
2. Follow all instructions and procedures provided by coaches or officials.
3. Report any hazards, near misses, or unsafe conditions immediately.
4. Use all club equipment responsibly and only under appropriate supervision.
5. Participate in safety briefings, inductions, and relevant training.

Supervision & Qualifications

6. All training must be supervised by a **qualified and inducted coach**.
7. A **first-aid certified coach** must be present at all times.
8. Only **Induction and Trained personnel by a Level 2 certified coach** may use harnesses.

Coaches & Officials

9. Conduct regular safety inspections of training areas and equipment.
10. Ensure pre-session checks are completed and documented where required.
11. Maintain an appropriate coach-to-athlete ratio during training.
12. Keep a fully stocked and accessible first aid kit on-site.
13. Ensure at least one **first aid certified** coach is present at all sessions.





14. Complete hazard and incident reports as needed.

Diver Responsibilities

15. Follow coach instructions at all times.
16. No diving without supervision.
17. Divers must not attempt new or complex dives without coach approval.
18. Be respectful of others and maintain focus during training.
19. Remove all jewellery and wear appropriate training attire.

Equipment Safety

Mats, Air Tracks, and TV Equipment

20. Mats must be securely placed and checked for damage before use.
21. Air track inflation and pressure must be monitored; units should be inspected for leaks.
22. Playback TVs must be mounted or placed securely and cables kept clear of walkways.

Dry Board

23. May only be used by athletes under supervision of an inducted coach.
24. Fat mats must be placed correctly to absorb landings.
25. Pre-use safety checks must include:
 - Board condition
 - Mat positioning
 - Clearance from surrounding hazards
26. When not in use, board must be locked and signage displayed.
27. When used outdoors, board must be covered, fenced off, and secured.

Trampoline and Harness

28. Trampoline may only be used by trained athletes under supervision of an **inducted and first aid certified coach**.





29. Mats must be attached around the trampoline before use.
30. Harness use is restricted to coaches trained for use by **Level 2 certified coaches** only.
31. Harness system must be regularly certified by a qualified engineer.
32. When not in use, trampoline must be folded, locked, and covered; the harness must be retracted and secured.
33. Coaches must inspect springboards, platforms, mats, and surrounding areas before use.
34. Mats must be correctly positioned and secured.
35. Do not use damaged or wet mats.
36. Report any equipment issues immediately to a coach or club official.

Facility Use

37. Only divers and coaches are permitted on the diving boards and platforms.
38. Never walk under or stand on springboards when in use by divers.
39. Keep all fire exits and evacuation routes clear.
40. Diving pool must be clear of swimmers and objects before each dive.
41. Avoid leaving equipment unattended.
42. No food, drink, or horseplay in training areas.
43. Always wear appropriate athletic clothing and footwear.
44. Warm-up and cool-down activities must be completed as part of each session.

Incident and Hazard Reporting

- Any injury, equipment fault, or unsafe situation must be reported to the Head Coach or Safety Officer immediately.
- A formal **Incident Report Form** must be completed within 24 hours.
- Hazards should be recorded in the club's Hazard Register and reviewed regularly.





Injury & Emergency

45. All injuries or near-misses must be reported immediately.
46. Emergency equipment and contact numbers are located [insert location].
47. In case of emergency, follow the facility's evacuation plan.

Policy and Training Compliance

48. All new coaches, athletes, and volunteers will be inducted into this Code of Safe Practice.
49. Annual reviews and refreshers will be carried out to ensure ongoing compliance.
50. Non-compliance with this Code may result in disciplinary action or removal from training activities.

General Conduct

51. Respect the equipment, coaches, and fellow divers.
52. Unsafe behaviour may result in removal from training sessions.
53. Parents/guardians must supervise young children outside of scheduled sessions.
54. All participants must follow the bylaws of the facility and instructions of lifeguards on duty.

CHAIR PERSON _____ **Date:** _____

Annual Review Date: 30/07/2026

Terminology used:

- **Supervising coach:** As identified by the Head Coach on the roster
- **Teach:** Instructing a diver in a new dive

