

SAFETY REGULATIONS
FÉDÉRATION DE NATATION DU QUÉBEC
SWIMMING POOLS

JANUARY 2009

NOTE: This document is a translation of the document 'Règlement de sécurité, Fédération de natation du Québec (natation en bassin) janvier 2009. Should there be any discrepancies; the original French document will prevail.

NOTICE TO MEMBERS

The following articles are extracted from *An Act respecting Safety in Sports* (L.R.Q., c.S-3.1) and are applicable to the current regulation.

- | | |
|---------------------|---|
| Decision | 29. A sports federation or unaffiliated sports body, after rendering a decision in accordance with its safety regulations, shall transmit a copy thereof, by registered or certified mail, to the person affected by the decision within 10 days following the decision and inform the person that an application for a review by the Minister may be filed within 30 days of receiving copy of the decision.

<hr style="width: 20%; margin-left: 0;"/> <p style="margin-left: 40px;">1979, c. 86, a. 29; 1997, c. 43, a. 675;
1988, c. 26, a. 12; 1997, c. 79, a. 13.</p> |
| Order to comply | 29.1 The Minister may order a member of a sports federation or unaffiliated sports body to observe the safety regulations of the federation or body where the federation or body fails to enforce them.

<hr style="width: 20%; margin-left: 0;"/> <p style="margin-left: 40px;">1988, c. 26, a. 13; 1997, c. 79, a. 14.</p> |
| Offence and penalty | 60. Every member of a sports federation or unaffiliated sports body who refuses to obey an order of the Minister issued under section 29.1 is guilty of an offence and is liable to a fine of \$100 to \$5 000.

<hr style="width: 20%; margin-left: 0;"/> <p style="margin-left: 40px;">1979, c. 86, a. 60; 1990, c. 4, a. 810; 1997, c. 79, a. 38.
1988, c.26, a. 23; 1992, c. 61, a. 555;</p> |
| Offence and penalty | 61. In addition to any other sanction that may be prescribed in the statutes or by-laws of a sports federation or unaffiliated sports body whose safety regulations have been approved by the Minister, every person who does not comply with a decision rendered by that federation or body in the application of that regulation is guilty of an offence and is liable to a fine of \$50 to \$500.

<hr style="width: 20%; margin-left: 0;"/> <p style="margin-left: 40px;">1979, c. 86, a. 61; 1997, c. 79, a. 40.
1990, c. 4, a. 809;</p> |

TABLE OF CONTENTS

INTERPRETATION

CHAPTERS		PAGE
I	Standards concerning facilities and equipments	1
II	Standards concerning training of participants	2
III	Standards concerning participation at a meet	4
IV	Standards concerning coaches and clubs education and responsibilities	5
V	Standards concerning officials education and responsibilities	7
VI	Standards concerning meet organization and management	9
VII	Sanctions for lack of compliance to the regulation	11

LIST OF ADDENDUMS

INTERPRETATION

In the present regulation, the following terms mean:

Federation:	Fédération de natation du Québec
Club:	Legally formed Swim Team
NCCP:	National Coaching Certification Program
CAC:	Coaching Association of Canada
Deck:	Space surrounding the water basin
Lifeguards:	National Lifeguards aged 17 and over holding one of the licenses mentioned at paragraph b) of article 27 of <i>Regulation respecting Safety in Public Baths</i> (R.R.Q., c.S-3, r.3) reproduced at Addendum 1.

CHAPTER I

STANDARDS CONCERNING FACILITIES AND EQUIPMENTSSection IFacilities and Equipments

1. The facilities and equipments used for training sessions and meets must be complaints to the *Regulation respecting Safety in Public Bath*, (R.R.Q., c.S-3, r.3) and to Swimming/Natation Canada regulations. These regulations are available at the Federation office.
2. The points of entrance to training and meet facilities must be free of all obstacles which would prevent direct and fast access.
3. A free telephone with direct access to outside calls must be accessible at all times next to a swimming pool used for training or meet purposes. The following emergency phone numbers must be posted next to the phone:
 - 1° ambulance;
 - 2° hospital;
 - 3° police services;
 - 4° fire protection services.
4. The spectator area must be compliant to the article 38 of *Regulation respecting Safety in Public Bath* reproduced at Addendum 1 of the present regulation.

CHAPTER II

STANDARDS CONCERNING TRAINING OF PARTICIPANTSSection IGeneral

5. During a training session at the pool or elsewhere, the participant must stop training as soon as himself or his coach consider that his general health status is susceptible to impair the normal practice of his sport or risk adverse consequences on his physical integrity.
6. A participant must not be under the influence of alcohol, drugs or any other doping substance.
7. At the beginning of any training program, the coach must inform the new participant of swimming safety regulations and of the risks inherent to the practice of swimming.

Section IITraining Sequence

8. The pool training of all participants must be held in places where facilities and equipments are compliant to the standards fixed with the present regulation.
9. All mandatory training session in the pool or elsewhere must be supervised by a qualified individual as described in chapter IV of the present regulation.
10. The number of certified lifeguard presents on deck during training of participants must be compliant of article 26 of *Regulation respecting Safety in Public Bath* reproduced at Addendum 1 for the whole duration of the training session.
11. No glass container must be brought on pool deck or in the pool.
12. It is forbidden to hustle in the pool, on deck or in the areas next to the training area, in the pool or elsewhere.

13. The usage of diving boards or platforms is forbidden during a training session in the pool.
14. The participants must be evacuated and the pool access restricted as soon as a coach or a certified lifeguard is requesting it. The training may not resume before one of the two certified individuals authorize it or else the training session is postponed.

CHAPTER III

STANDARDS CONCERNING PARTICIPATION AT A MEET

15. The participant at a meet sanctioned by the Federation must be a member of this Federation or of a renowned national federation.
16. The standards prescribed in articles 5 and 6 of the present regulation are applicable when a participant takes part of a meet.
17. All meets must be preceded by a warm-up period in the pool.
18. During the warm-up period prescribed in article 17 of the present regulation:
 - 1° there must not be more than twenty participants per lane in a twenty-five meter pool and forty for a fifty meter pool;
 - 2° all the participants swimming in a lane must circulate using one way down the pool and one way back;
 - 3° the participants must not dive, except for a designated period where diving is allowed in a designated lanes. The circulation in all the designated lanes is then one-way only;
 - 4° the usage of flippers and hand paddles is not permitted during warm-up period.

CHAPTER IV

STANDARDS CONCERNING COACHES AND CLUBS
EDUCATION AND RESPONSIBILITIES

Education

19. The Head Coach must:
- 1° be holding a level 2 certification and having completed the Make Ethical Decisions module of CAC or be holding an advanced Skill Coach certification of NCCP;
 - 2° be holding a lifeguard certification as prescribed in article 27 of *Regulation respecting Safety in Public Bath* (R.R.Q., c.S-3,r.3).
20. The Assistant Coach must:
- 1° be holding a level 1 certification and having completed the Make Ethical Decisions module of CAC or be holding a Skill Coach certification of NCCP;
 - 2° be holding a lifeguard certification as prescribed in article 27 of *Regulation respecting Safety in Public Bath* (R.R.Q., c.S-3, r.3).

Responsibilities

21. The Head Coach must:
- 1° elaborate a training plan for the pool, or elsewhere, that is adapted to the participants capacities and to the objectives to achieve;
 - 2° ensure with the pool owner or his representative or the respect of articles 8 and 10 of the present regulation;
 - 3° ensure the coordination of the Assistant Coaches work;
 - 4° ensure that all training sessions are ran safely;
 - 5° establish with a participant a competition program;
 - 6° ensure the preparation and the supervision of participants during events, meets or a sport entertainments;
 - 7° ensure that in the case of an injury or discomfort, the participate may receive the required first aid treatment;
 - 8° take reasonable actions to avoid that a participant may be under the influence of alcohol, drugs or doping substances during a training sessions or a meet;

9° abstain from consuming or be under the influence of alcohol, drugs or doping substance during a training session or a meet.

22. The Assistant Coach must assist the Head Coach based on the needs expressed by the Head Coach.

CHAPTER V

STANDARDS CONCERNING OFFICIALS EDUCATION AND RESPONSIBILITIES

23. The club must:
 - 1° ensure that the Head Coach meets the standards as prescribed in article 19 of the present regulation;
 - 2° ensure that the Assistant Coach meets the standards as prescribed in article 20 of the present regulation;
 - 3° advise the Federation of all coaches changes and provide proof of the coaches qualifications;
 - 4° advise the Federation and the pool owner in the case where the lifeguard certification of one of its coaches is not valid anymore;
 - 5° commit to provide the Federation with the name of all coaches working for the organization along with proof of their certification when renewing the annual membership or upon request.
24. The Federation must:
 - 1° validate the coaches' certification upon reception of the annual membership and to advise the president of the club by writing in the case of non-compliance to the regulation;
 - 2° run a mid-season coaches' certification validation by sampling for 15% of all registered clubs.
25. During all meets, there must be a minimum of:
 - 1° a meet manager;
 - 2° a board of directors;
 - 3° the number of officials required by the Federation based on the nature of the sanction given to the organizer.
26. The meet manager must be a major individual mandated by a meet organizer for a meet sanctioned by the Federation.
27. The meet referee must be a major individual certified by the Federation for this function.
28. The meet manager undertake the selection and convening of the meet referees and officials, whom

must be certified by the Federation.

29. During a meet, the referee must:

- 1° ensure the respect of by all coaches and participants of the standards prescribed in Chapter III;
- 2° ensure that all officials are presents in sufficient number at all time during an event, a meet or a sport entertainment.

CHAPTER VI

STANDARDS CONCERNING THE MEET ORGANIZATION AND MANAGEMENT

30. The meet organizer must be the Federation or a member of the Federation who received a sanction to this effect.
31. The organizer must:
 - 1° Before the meet:
 - a) obtain the sanction required by the Federation under its policies;
 - b) hold or be properly covered by an insurance policy for the liability that the organizer or one of its representatives, salaried or volunteers, may incur for a fault in the performance of his duties during the meet. The amount of the warranty must be at least equal to the one of the Federation for all the claims during the warranty period;
 - c) the number of certified lifeguards presents on deck at a pool used to hold a meet must be compliant for the whole duration of the meet to the article 26 of the of the *Regulation respecting Safety in Public Bath* reproduced in the Addendum 1 of the present regulation.
 - 2° During the meet:
 - a) post the meet sanction issued by the Federation for the meet in a visible place;
 - b) be present during the meet to correct, when appropriate and in the opinion of the Federation, a faulty element in the material organization of the meet or that does not respect the conditions of the sanction issued by the Federation;
 - c) ensure that the participants are evacuated and the pool access is restricted as soon as a certified lifeguard requests it. The meet may not resume until the certified lifeguard allows it otherwise the meet must be postponed;

3° After the meet:

Produce no later than 15 days after the meet sanctioned by the Federation the report that this last one requires.

This report must include the infractions that happened and that were reported to the meet manager during the meet as well as the corrective measures that were implemented, if necessary. In case of accidents or injuries are reported during the meet, the reports must be transmitted to the Federation within five days.

CHAPTER VII

SANCTIONS FOR LACK OF COMPLIANCE TO THE REGULATION

32. The organizer or the meet manager who contravenes to the present regulation may see his privilege of holding another meet revoked.
33. A referee, an official, a head coach, an assistant coach or a participant who contravenes to the present regulation may be suspended, evicted or fined by the Federation.
34. The Federation must give written notice to each person mentioned in articles 30 and for each offense and give the person the opportunity to be heard within a reasonable time
35. The Federation must send by registered or certified mail a copy of the decision to the concerned individual within 10 days of the decision date and advise that the person may request an appeal by the minister.

Decisions and
Appeal request

This request of appeal must be lodged within 30 days of the reception of the decision as prescribed by *An Act respecting Safety in Sports* (L.R.Q., c.S-3.1).

A club may see its privilege to participate in meets suspended for the period it contravenes to the present regulation.

The coach that does not comply to the requirements of the present regulation could be sanctioned by his employer (the club), in accordance with the regulations in force within the organization.

LIST OF ADDENDUMS

ADDENDUM 1

Extracts of *Regulation respecting Safety in Public Bath*
(R.R.Q.,c.S-3, r.3)

ADDENDUM 1

EXTRACTS OF REGULATION RESPECTING SAFETY IN PUBLIC BATH

(R.R.Q., c.S-3, r.3)

ADDENDUM 1

ARTICLE 24 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

24. A means of communication shall be at the disposal of the safety supervisor in order to call emergency services. The means of communication must be within a 100-metre radius of the control station. The emergency procedure must be posted.

ARTICLE 26 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

26. The owner shall ensure that the minimum number of lifeguards and assistant lifeguards is in accordance with Schedule 3 or, when the pool is used exclusively for aquatic courses or meets, in accordance with Schedule 4.

Where an appurtenance in or projecting into a pool blocks the safety supervisor's view, the number of supervisors must be increased so that the entire pool remains under constant supervision.

However, when the pool is used exclusively for courses given by a physical education teacher, Schedule 4 does not apply and the owner shall ensure that the minimum number of safety supervisors is in accordance with the following table:

Number of bathers	Number of physical education teachers	Minimal number of	
		Lifeguards	Assistants lifeguards
0 - 30	1	0	0
31 - 60	2	0	0
61 and more	or 1	1	0
	3	0	0
	or 2	1	0
	or 1	1	1

For the purposes of this section, a «physical education teacher» is a person who holds a physical education degree issued by a university of Québec or an equivalent degree issued by another university and recognized by the Minister of Education, and who has completed as part of his university education, a minimum of 90 hours of teacher training in swimming. Such 90 hours must include a minimum of 15 hours to qualify him in life-saving, supervision, artificial respiration and first-aid. He must hold an attestation to this effect.

Notwithstanding the first paragraph, supervision is not required for an interior pool reserved to persons living in an apartment house of more than 2 storeys and 8 dwellings provided that:

- a) the total number of bathers on the deck and in the pool does not exceed 10 persons;

- b) a notice is posted in a conspicuous place, at the pool's entrance on which is written in letters of at least 25 millimetres:

NOTICE

When there is no supervision:

- (1) No person shall bathe if he is alone in the pool area.
- (2) A bather less than 12 years of age is not admitted within the pool limits unless he is accompanied by a responsible person at least 18 years of age.
- (3) The total number of bathers shall never exceed 10 persons.
- (4) The pool shall always be locked from the outside.

Moreover, the means of communicating with the emergency services mentioned in section 24 and the safety equipment mentioned in section 35 shall be easily accessible at all times.

The pool's owner is, however, exempted from the supervision stipulated by this section when the pool is used exclusively for water diving courses under the direct supervision of an instructor who holds a certificate recognized by the Fédération québécoise des activités subaquatiques.

ARTICLE 27 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

27. A lifeguard shall:
- a) be at least 17 years of age; and
 - b) hold one of the following certificates dated not more than 2 years previously:
 - I. a Professional Lifeguarding Certificate issued by the Académie de Sauvetage du Québec Inc.;
 - II a National Lifeguarding Certificate issued by the National Lifeguarding Service Inc.;
 - III a Water Instructor's Certificate issued by the Canadian Red Cross Society or the Royal Lifesaving Society of Canada;
 - IV. a Swimming Instructor Certificate and Lifesaving Instructor Certificate issued by a YMCA or YWCA as part of a national program of aquatic activities sponsored by the YMCA of Canada.

ARTICLE 35 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

35. A pool shall be equipped, in areas accessible at all times, with the following safety equipment:
- a) an electrically insulated or non-conducting reaching pole at least 3,6 metres long;

- b) two safety buoys that can be:
 - I. of a ring type with an inside diameter between 275 and 380 millimetres solidly attached by a cable that is 3 metres plus half the width of the pool in length and are placed on supports at each control station; OR
 - II. of a «torpedo» type with a loop for the shoulders and at least 2 metres of cable;
- c) a spine board designed for a person who has suffered spinal injury;
- d) deleted;
- e) a first aid kit in accordance with Addendum 5 of the Regulation respecting safety in public bath;
- f) a blanket.

ARTICLE 38 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

38. Benches or seats used by spectators for aquatic events may be placed temporarily on the deck provided that:
- a) the spectator area and the access to it are separated from the rest of the deck by a barrier placed at least 600 millimeters from the edge of the pool; AND
 - b) benches or seats are stored outside the deck area immediately after use.

ADDENDUM 3 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

Table 1 Water plan surface less than 150 square metres		
Number of bathers presents in the water and on the deck	Lifeguards	Assistant lifeguards
0-50	1	0
51 and over	1	1

Table 2 Indoor pool Water plan surface 150 square metres or more		
Minimum number of:		
Number of bathers presents in the water and on the deck	Lifeguards	Assistant lifeguards
0-100	1	1
101-200	1	2
201-300	2	2
301-400	2	3
401-500	3	3
501-600	3	4
601-700	4	4
701 and over	4 lifeguards, 4 assistants assistant lifeguards and 1 additional safety supervisor for each group or fraction of groups of 100 bathers over 700.	

Table 3 Outdoor pool Water plan surface 150 square metres or more		
Minimum number of:		
Number of bathers presents in the water and on the deck	Lifeguards	Assistant lifeguards
0-150	1	1
151-300	1	2
301-500	2	2
501-700	2	3
701 and over	2 lifeguards, 3 assistants assistant lifeguards and 1 additional safety supervisor for each group or fraction of groups of 300 bathers over 700.	

ADDENDUM 4 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

ADDENDUM 4
(a.26)

ADDITIONAL SUPERVISION REQUIRED, IN ADDITION TO AN AQUATIC INSTRUCTOR, WHEN THE POOL IS USED EXCLUSIVELY FOR INSTRUCTION OR SWIM MEETS.

Number of bathers presents in the water and on the deck	Minimum number of:	
	Lifeguards	Assistant lifeguards
0-30	0*	0
31-50	1	0
51 and over	1	1

* A lifeguard is required if the aquatic instructor is not qualified as a lifeguard.

ADDENDUM 5 OF REGULATION RESPECTING SAFETY
IN PUBLIC BATH (R.R.Q., c.S-3, r.3)

First Aid Kit

- 1 St. John Ambulance First Aid Manual
- 150 ml of antiseptic solution used in hospital centers
- 24 Safety pins
- 24 Adhesive dressings individually wrapped
- 6 Triangular bandages
- 4 Rolls of 50 mm gauze bandages
- 4 Rolls of 100 mm gauze bandages
- 4 (25 g) packages of absorbent cotton wool
- 12 Gauze pads or compresses 75 mm × 75 mm
- 4 Surgical pads suitable for pressure dressings, individually wrapped
- 1 Roll of diachylon plaster 12 mm in width
- 1 Roll of diachylon plaster 50 mm in width
- Splint rolls in assorted sizes