

Rules and Procedures

Christchurch Freediving Club

Rules and responsibilities when freediving (pool)

1. Never dive alone. Always dive with a competent buddy. Agree before the dive what your buddy will do. For max effort or high-risk dives, you should have multiple people providing safety. In a CCC pool you must have at least one safety diver in the water and in close proximity at all times.
2. Never hyperventilate.
3. Do not dive under the influence of alcohol or drugs.
4. You must not continue diving after experiencing a blackout, LMC, or other signs of severe hypoxia. Normal freediving training should not result in blackout or LMC, ensure you train within your abilities and follow safe practices to avoid all blackouts and LMC.
5. Obey all commands from the session's person in charge and the pool's staff.
6. Follow the person in charge's session structure.
7. Obey any venue-specific policies, including the CCC breath holding guidelines when in CCC pools (see appendix).
8. Let others in your lane know what you are doing.
9. When waiting at the end of the pool, allow plenty of space for divers to turn.
10. Dive within your abilities.
11. Ensure you are correctly weighted; you should be neutrally buoyant for dynamics and have no weights for statics (note that static apnea may not be practiced in CCC pools).
12. Don't adjust weights or put weights on or off in the pool. Take care not to drop weights on poolside (we suggest always using a strong bag or bucket). Prefer to use plastic or rubber coated weights. If you do drop a weight, report any damage to pool staff immediately.
13. Members must provide their own equipment and it must be safe and in working order.
14. Don't dive with a snorkel in your mouth.
15. Static apnea must be practiced on the surface, not on the bottom of the pool or in mid-water (note that static apnea may not be practiced in CCC pools).
16. Regularly practice diver rescues and response.
17. Be aware of other divers and other pool users. Ensure you don't collide or hit them with equipment such as fins. Don't jump or dive into a lane used for freediving.
18. All divers must be at least 18 years old.
19. Members must not attend club events (including training sessions) if they:
 - have cold or flu symptoms,
 - have been abroad in the past 14 days,
 - have had contact with people in MIQ or known to have had Covid-19 in the past 14 days,
 - or have had a positive Covid-19 test in the past 14 days.

Responsibilities

These responsibilities motivate and inform the rules and procedures in this document. See other sections for more details.

Committee:

- Set rules and procedures to ensure safe training.
- Carry out risk assessments and take action to mitigate risks.
- Ensure there is a nominated person in charge for every session. That person must be suitably experienced and have the access to club databases and documentation required to fulfil their responsibilities.
- Ensure there is an instructor present when inductions take place. That person must be suitably experienced and have the access to club databases and documentation required to fulfil their responsibilities.
- Ensure that all members are aware of the risks and responsibilities inherent in freediving.

Person in charge:

- Ensure all participants are club members and have attended an induction and completed all required paperwork.
- Ensure all diving is safe (e.g., properly supervised, no hyperventilation, etc.).
- Ensure all participants adhere to the rules in this document and any venue-specific rules.
- Ensure that all incidents and near misses are properly reported.
- Coordinate any incident response (note that pool staff will be in charge of any emergency response).

Induction instructor:

- Ensure all participants have completed all required paperwork.
- Ensure all diving is safe (e.g., properly supervised, no hyperventilation, etc.).
- Ensure all participants adhere to the rules in this document and any venue-specific rules.
- Ensure that all incidents and near misses are properly reported.
- Ensure that all safety content in the pool induction document is communicated effectively to participants.
- Record participation in the induction.

Club members:

- Adhere to safe diving practices (e.g., all diving is properly supervised, no hyperventilation, etc.).
- Adhere to the rules in this document and all venue-specific rules.
- Listen to instructions from the person in charge and pool staff.
- Be properly prepared to respond to incidents by undertaking regular training in incident response.
- Respond to incidents appropriately.

CCC Pool Supervisor:

- Has overall responsibility for all pool operations and emergency responses. They must be informed immediately of any health, safety or wellness related event.

Procedures

Pool training

- A person in charge of a training session will be nominated by the committee at least 24 hours in advance. If a person in charge cannot be found, the session must be cancelled and the pool informed.
- There must be at least two people present to conduct a session.
- The session must not begin until the person in charge is present. The session must end when the person in charge leaves.
- The structure of the session is decided by the person in charge. Their instructions must be obeyed. Rescues must be practiced at every session.
- The person in charge should validate that everyone diving is a club member, this can be checked online using the club's membership records. (Being a club member ensures that the person has taken a pool induction and completed a participation agreement and medical questionnaire).
- No breath holding or diving activity may take place outside of the booked lanes, or before or after the booked times.
- In the event of an incident requiring rescue or response by a safety diver or lifeguard, the session must stop until the incident is completely resolved. If the incident is serious (as decided by the person in charge) or if the incident involves the person in charge, the session must end immediately.
- The person in charge should communicate with pool staff and members of the public to prevent accidents, in particular anyone jumping in or otherwise entering the club's lanes.
- The person in charge must ensure that all diving is safe, including abiding by the club rules above. Anybody diving unsafely can be asked to leave by the person in charge, they must leave the session immediately.
- Each diver must ensure they are in good health for diving. Divers must not be under the influence of drink or drugs, and should not eat immediately before training.

Pool inductions

- The induction instructor is responsible for divers being inducted. If there is also a regular training session, there should be a separate person in charge; they are responsible for club members in the regular training session. The induction instructor and person in charge should coordinate to ensure use of the lanes is safe.
- Divers being inducted must follow the club rules and any instructions from the instructor and pool staff.

- All divers being inducted must have pre-registered. The instructor must have a record of who is registered for the induction and must record who is present. If anyone leaves early, that must be recorded by the instructor (if a diver leaves early or is not present, their induction does not meet the requirement for joining the club). Divers who arrive late may only join the induction at the instructor's discretion.
- The instructor must ensure that all divers have paid the induction fee, and completed the club's participation agreement and medical questionnaire. Any medical issues must have been cleared by a doctor before the diver can participate in the induction. The instructor should have paper copies available for anyone who has not completed these documents prior to the session.
- The instructor must give each diver a copy of the pool induction handout. The instructor must cover all safety items in the handout.
- The pool induction must include a practical part where each participant can practice being a safety diver during a dynamic apnea, and performing a dynamic apnea. The induction must include practice of recovering a diver to the surface of the pool, blackout protocols, and removing a diver from the pool.

Reporting an incident

- Any health and safety incident, including every accident or incident where a diver requires first aid, intervention of pool staff, or attendance of emergency services, or a diver suffers a blackout must be reported. Near misses, hazards, and suggestions for improvement must also be reported.
- Incidents should be reported using the incident form on the club website. Valid incident reports will be kept by the club for at least two years. Any incidents reported using a paper copy of the form should be entered into the online system.
- Anyone may report an incident (club member, pool staff, induction participant, etc.). If the person in charge of a pool session or an induction instructor is aware of an incident which qualifies for reporting, they must report it.
- All incidents must be reviewed by the committee at the committee's next meeting. Improvements should be made to procedures, risk assessment, and practices accordingly. A summary of the review should be recorded and sent to the reporter of the incident.

Emergency action plan

See also Freediving New Zealand's [National Standards](#).

Initial Actions

In the event of a diver losing consciousness the diver's buddy will recover the diver and support the diver from the side of the pool or in the water, ensuring that the diver's airways remain above the surface of the water, and that the diver does not injure themselves by falling on the side of the pool.

The diver's weights may be removed if necessary to ensure the diver can be brought to the surface and their airways remain above the surface. The diver's facial equipment will be removed, including mask, goggles, and nose clip.

The diver will be coached using the "Blow, Tap, Talk" methodology, designed to stimulate the breathing reflex. In virtually all cases, this stimulus is sufficient to restart breathing and cause a diver to regain consciousness.

The diver may be lifted onto the side of the pool to aid with the recovery procedure.

If a diver fails to begin breathing following diver recovery and the "Blow, Tap, Talk" procedure, a club member will alert the pool staff of the situation, within 1 minute of attempting to recover the diver.

Pool staff will take over management of the situation. Club members will assist pool staff as requested. Training will be halted for the remainder of the session.

Pool staff must be notified immediately of any incidents, even if they don't require resuscitation (e.g., loss of motor control, minor black out). They will prepare equipment in case the situation worsens and record the incident in their own health and safety reporting system.

Response Scenarios

Scenario	Assistance from club member	Assistance from pool staff
Diver surfaces after a physically demanding dive, and is showing signs of hypoxia and fatigue. The diver may have pushed past previous best performances, or persevered under difficult conditions.	Diver is closely monitored by a club member.	No assistance is required by pool staff.
Diver surfaces showing loss of motor control.	A club member monitoring the dive may support the diver from the side of the pool or in the water in case assistance is required.	Notify pool staff immediately (no action required from pool staff).
Diver experiences blackout not requiring resuscitation.	A club member monitoring the dive will support the diver from the side of the pool or in the water. (See above description of "Blow, Tap, Talk" protocol).	Notify pool staff immediately (no action required from pool staff).

Diver requires resuscitation.	Emergency services are to be contacted via 111. All club activities are stopped.	Notify pool staff immediately. Pool staff will be engaged as per the pool's Emergency Response Plan.
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Membership

- Anyone who fulfils the following criteria may apply to join the club
 - is 18 years old or over,
 - has attended a club induction,
 - has not previously been banned from the club,
 - has completed a participation agreement,
 - has completed a medical questionnaire and has a doctor's approval for freediving with any medical conditions. A medical questionnaire is considered valid for two years. On renewal, a new medical questionnaire must be completed if a member's current questionnaire will expire during the membership period.
- The club secretary will keep electronic copies of all paperwork for all members.
- The committee has complete discretion on whether a membership application is accepted.
- Every member of the club must pay club fees, these are \$100 per calendar year. For a member's first year only, they may pay for a fraction of the year, based on \$10 per month. For example, if a member joins in May, they will pay \$70 for the remainder of the year (June - December).

Appendix: CCC breath holding policy

The following sections are taken from the CCC breath holding policy. These guidelines must be obeyed by all club members whenever they are in a CCC facility. The full policy can be downloaded from the club website (note that their description of static apnea is dangerous; static apnea should always be performed on the surface, not underwater, and the diver should always be positively buoyant).

Guidelines

Recognising that the primary role of Christchurch City Council's aquatic facilities is to offer recreational swimming and leisure activities to the local community and with the safety of all facility users being paramount, it is important to recognise that any breath-holding activity can be potentially dangerous and therefore its use is restricted.

The Unit Manager or his/her nominated representative shall make any final decision regarding activities under these guidelines.

Prohibited activities:

The following activities are prohibited:

1. The practice of, or training for, or competition involving, any breath-holding activities involving static apnea.
2. Hyperventilation in a deliberate attempt to increase the time spent underwater or otherwise.
3. Any breath-holding activity being performed within swimming areas that have not been pre-approved.
4. Any activity not satisfying the requirements detailed under 'Management of permissible breath-holding activities' (below).

Permissible breath-holding activities:

Breath-holding activities which are permitted, subject to the requirements detailed under 'Management of permissible breath-holding activities' (below), include, but are not limited to:

1. Dynamic apnea (purposely breath-holding whilst swimming underwater distances)
2. Competition and/or recreational games which involve some requirement to breath-hold.
3. Breath-holding during training, coaching or supervision involving diving from a board (board diving) or platform.
4. Breath-holding during training, coaching or practice involving water craft such as kayaks or canoes.
5. Breath-holding activities during practice or training or assessment of personnel including, but not limited to, lifeguards, rescue workers and safety officers.
6. Breath-holding during training, coaching or supervision involving synchronised swimming activities.

Management of permissible breath-holding activities

During normal recreation swimming periods

Breath-holding activities during normal recreation periods or as part of public recreational swimming times are prohibited and must be pre-booked (refer to 'Facility booking requests by an external user/body').

During swimming programmes

Breath-holding activities as part of teaching, tutoring or learn to swim programmes, on behalf of the Christchurch City Council, are permitted under these guidelines, providing that the activity:

- forms part of an approved teaching programme or series of planned lessons.
- is supervised by an appropriately trained and competent employee or other authorised person.
- adopts approved emergency procedures.

- adheres to all other Christchurch City Council policies and procedures

Facility booking requests by an external user/body

External individuals, groups or organisations may request the use of Christchurch City Council's aquatic facilities to partake in activities which include breath-holding. All requests are subject to the following conditions:

- All breath-holding activities must be pre-approved by the host facility subject to the requirements of the facility.
- All breath-holding activities shall be performed in a designated roped lane or other pre-approved area of the facility, which is free from other users not involved in the activity.
- Prior to any breath-holding activity commencing, the Unit Manager, or other authorised person, shall agree and be satisfied that acceptable emergency plans and procedures are able to be implemented and that all participants are aware of these procedures and the appropriate action to be taken in an emergency including the use of any specialised rescue equipment.
- All permitted breath-holding activities shall have a nominated person in charge appointed and this person shall be responsible for ensuring that:
 - i. the on-duty Pool Supervisor is notified of the start and completion of all breath-holding activities.
 - ii. all participants shall adhere to pool rules and facility terms & conditions.
 - iii. all participants involved in approved breath-holding activities shall be over 16 years of age or provide parental/guardian approval in writing prior to participation in any breath-holding activity.
 - iv. all participants involved in any permitted breath-holding activity are aware that breath-holding activities can be potentially dangerous.
 - v. users adhere to all reasonable directions and/or instruction of any on-duty qualified lifeguard at all times.
 - vi. all participants are reasonably fit and healthy to partake in the activity.
 - vii. appropriate levels of supervision are allocated at all times.
- All participants involved in approved dynamic apnea training, practice or activity shall have a nominated person to act as a safety swimmer ('buddy'). The buddy shall remain in the immediate vicinity of the breath hold swimmer at all times so as to offer immediate assistance if required.
- The Pool Supervisor has the authority to prevent any activity at any time if he/she believes safety is being or about to be compromised