

OWS VOLUNTEER CHECKLIST

Normal Operating Procedures

Date of Session	
Desk volunteer(s)	
Waterside volunteer(s)	

Any questions contact your OWS Rep: Fuchsia openwater@staffordtriclub.co.uk 07936963525

		Yes / No	Name (s)
*	ALL SWIMMERS MUST HAVE A WETSUIT & WHISTLE & BRIGHT CAP (or tow float) before swimming 6-7:30pm (8pm in lighter nights) spectators are welcome, juniors can swim with an adult if they meet requirements & dogs must stay outside		
*	Please arrive 15 minutes early to set up - upon arrival drive through 2 gates (opening & closing each time) turn right into the car park & enter the Clubhouse (gates may have a padlock wrapped around them but it shouldn't be locked)		
1	If the Clubhouse is still locked go around the back, find a black key box fixed to the wall underneath the veranda & contact the OWS Rep for the code		
2	Take 2 boxes & flags out of the locker in the office (1 is for Desk 1 is for Waterside) you must each take a walkie-talkie		
3	Desk - move a table/chairs into a good location for Registration queue (busiest first 15 minutes)		
4	Waterside - take the flags outside (to the right through the boats on the grass) to set them up in the ground		
5	Desk - lay out at least 20 rubber bands in order on the table as well as a pile of Declaration forms & Swim Register sign in sheet & hats & whistles (if swimmers don't bring their own they MUST buy them from you before entering the water)		
6	Waterside - wear a high-vis & take the Waterside box to the water's edge with you to stand for the session (it has everything you might need e.g. binoculars, horn, life vests etc.)		
7	Desk - download SUMUP app on your phone to take payments using our card machine: Log-in sumup@staffordtri.co.uk Password: (written in the yellow folder at the desk)		
8	Look over Risk Assessment & Emergency Action Plan in folder		
9	Waterside - Take hard broom/bucket/soap to remove algae from our concrete walkway into the water (the rubber matting should already be in the water but if it's piled on the grass please lay it down & ensure it's tied to the wires at the top)		
10	Desk - display Welcome sign & Swim Route & Code of Conduct & Price List		

11	Desk - if you have spare time please open the kitchen hatch and offer people teas & coffee & snacks & keep a note of what you sell (<i>cash preferable for refreshments & price list is on bar</i>)		
12	Desk - keep the veranda door closed & ask swimmers / spectators to use the door by the changing rooms to go out so the carpet doesn't get wet/dirty		
13	Desk - Ensure each swimmer 1. completes a Declaration form each year 2. signs in 3. takes a rubber band 4. always has a wetsuit/cap/whistle 5. pays via card machine ideally cashless		
14	Waterside - help the swimmers in/out of the water <u>warning them of the slippery walkway</u> , tell them to swim on the left of the yellow spiky buoys (100m between each), answer any questions best you can & keep watch over the swim		
15	Waterside - collect rubber bands from swimmers as they exit the water (<i>walkie-talkie the Desk volunteer to come collect a bunch when you have a few</i>) - if there are any accidents complete a form, use the First Aid Kit & inform OWS Rep		
16	Desk - collect rubber bands from the Waterside volunteer when they walkie-talkie you they have a few, then tick off each swimmer on the Register sheet (<i>ask swimmers to write their own time out of the water as they come back in the door</i>)		
17	Ensure all bands are returned & forms filed alphabetically		
18	Pack away, check the changing rooms, turn lights off, lock up		
19	Close the gates behind you as you leave (<i>if the padlock has been shut ask OWS Rep for the code</i>)		

End of Session

	Number	Total
Accidents / Incidents		<i>Accident Report(s) written/filed?</i>
Members Swimmers paid £4		£
Non-member Swimmers paid £6		£
SWIM TOTAL		£
Swim Hats cost £3		£
Whistles cost £3		£
GRAND TOTAL		£

Notes: (*i.e. IOUs, lost property, feedback etc.*)