



Open Water Swimming Guidance for Spotters and Registrars

Make sure you are familiar with “Open Water Swimming Procedure and Rules”

The Basics

There are two roles: Spotting and Registering

- Spotters: set-up, register swimmers, give safety briefing, observe the swim, check swimmers in and out
- Registrars: set-up, register swimmers, swim or watch

One Spotter is nominally in charge.

Set-up

The equipment is kept in the lock-up container. You will need:

- Hook board for locker keys
- Drawers or plastic wallet(s) for membership cards
- Cash box
- Hats – yellow and another colour (usually, white or blue)
- Free standing “rules board” **Ashley is producing that soon**
- Wrist bands
- Day-licence registration sheets
- Pens
- Binoculars and Radio (Radio is obtainable from Pugneys – know how to use it!)
- Life jackets for Spotters (have a couple of spares). They are on hangers, Pugneys ‘back door’
- Hooter
- Watch
- Membership forms

Many of these items are stored together in the large plastic box

Also, if you have a few 10p pieces it can help.

Registration

- Unless it is exceptionally quiet, you should have at least two signing-on lines:
 - one line for members with cards, members who have forgotten/lost their card, and people who want to join (and pay membership fee)
 - one line for day swimmers who do not want to join.
- Date the sheets (*both* lines should have day licence sheets)
- Allocate wrist band numbers 1 – 50 to club member line, numbers 50 – 100 to the other (subdivide if more than 2 tables)
- Before starting registration, announce which line is for which people; announce the fees and request that they have correct change ready. Request *all* people with no card to have name and phone number of an emergency contact ready. Request joiners to complete the membership form

Club Member/Club Joiner line

- (People with membership cards) Take £3.40 (Pugneys fee) and their membership card and hand them a numbered wrist band. Place membership card in drawer/wallet pocket equivalent to wrist band number. Record name only
- (Members with no card) Take £3.40 *plus* £5.00 Day Licence fee (Total £8.40). Hand them a wrist band. Enter their name, band number, emergency contact details on the day licence sheet. Tick the box in the 5th column. Explain they can get the £5.00 refunded when they next show their card.
- (Joiners) Take £3.40 *plus* £35.00 Membership fee (Total £38.40) (Student membership £17.50, total £22.90), Hand them a wrist band. Enter their name, band number, emergency contact details on the day licence sheet. Collect completed membership form. Tick the box in the 5th column.
- Check members have an appropriately coloured hat (normally yellow, but white/blue if not confident). Give others appropriately coloured hat.
- Ask non-confident swimmers if they would like a (at least temporary) buddy – ensure Spotter-in-Charge knows who these people are.
- Tell people they can hang up their locker key to the quayside.
- Tell people there will be a briefing at the quayside

Day Swimmer line

- Take £3.40 *plus* £5.00 Day Licence fee (Total £8.40). Hand them a wrist band. Enter their name, wrist band number, emergency contact details on the registration sheet.
- Give confident open water swimmers a yellow hat.
- Give non-confident swimmers a white (sometimes blue) hat – encourage people to be honest.
- Tell all swimmers to return their hat at the end of the session.
- Ask non-confident swimmers if they would like a (at least temporary) buddy – ensure Spotter-in-Charge knows who these people are.
- Tell people they can hang up their locker key to the quayside.
- Tell people there will be a briefing at the quayside

Water Entry, Swim and Exit

- (Ensure the membership cards and day licence sheets are at the quayside before people start to leave the water)
- Gather people together, away from the water's edge
- Confirm Buddies have been arranged
- Remind "yellow hats" to check others are OK as they pass
- WHEN YOU KNOW THE SAFETY BOAT IS IN PLACE AND THERE IS AT LEAST ONE SPOTTER SPOTTING, allow confident members who know the course and safety rules (remind them of exit time) to enter the water after a spotter has checked they have a band.
- Give a full briefing to other swimmers (see below)
- Allow them to enter the water after a spotter has checked they have a band
- During the session observe the swimmers at all times
- 5 - 10 minutes before the end of the session sound the hooter
- Check each swimmer as they come out of the water (even early leavers).
- Hand membership cards back to members in return for their wristband.
- Check other swimmers out on the day licence sheets in return for their wristband and hat.
- Do not allow them to leave the quayside until they have either taken their membership card back or been checked out.
- If there are any membership cards left, or someone has not been checked, immediately check in the changing rooms and cafe

Paperwork/Money

- **Membership forms** – please pass to Dave/Committee member at the end of the swim. If no Committee member is present, please paper-clip them together and leave in the equipment box.
- **Day licence sheets** – please paper-clip these together and pass to Dave Dawson/Committee member at the end of the swim. If no Committee member is present, please paper-clip them together and leave in the equipment box. (We need these to confirm any refunds)
- **Complete the money table** – (these are kept in the equipment box). This records, total number of swimmers, total number of day licences, total membership fees.
- **Pay Pugneys** – this will be no. of swimmers x £3.40. Please ensure Pugneys gets their full allocation even if the club has to absorb the loss. (But keep any excess!)
- **Cash** - place the cash and completed money table in the cash box and pass to Dave/Committee member (if necessary, take it home and someone will collect it) Do not leave it in the lock-up

The Briefing

Cover the following points:

Hats

Inexperienced and/or non-confident swimmers will wear a white or blue hat. Experience swimmers in yellow hats might (should!) check you are OK as you pass each other. (Please don't take offence!)

Buddies

Buddy pairs/groups will have been sorted. It is never too late to ask for a buddy even if it's because you find you are uncomfortable once in the water. *Do not be hesitant to ask.*

Swim Route

One of the spotters will slowly and carefully point out the route

Emergency Action

If you are in difficulty roll onto your back, shout and wave. The safety boat will arrive in seconds. Do not swim on your back if you are not in difficulties.

Exit

A hooter will be sounded about 5 minutes before the end of the session. Please leave the water promptly.

Leave the water by the right hand side of the jetty (car park side) – there is a mat but watch out for a small step.

Membership Cards and Wristbands

You must not leave the quayside until you have handed in your wristband and have been checked out on the day licence sheet or have taken back your membership card.

If you are a non-member please hand back your hat.