

BRAT Bittell volunteer role: **Administration**

1. Prior to travel to Bittell obtain a list of registered swimmers from the BRAT Club Spark page on the web site. Retain the list for Bittell entry only. Discard after completion of the session.
2. Obtain a key to the facilities before the swim date.
3. Arrive at Bittell by 5:15 pm latest.
4. Unlock the gate to the car park, Ladies and Gents changing rooms, Boat Shed and storage shed for the BRAT box and swimmers number bands.
5. Issue the Boat Driver and Spotter with radios.
6. Set up the numbers board.
7. Put out the water entry mat stored in the boat shed, if needed. Or recruit a volunteer.
8. Measure the temperature of the water and pass the result to the lifeguard, optionally also display the result to swimmers.
9. From 5:30 pm control entry to the site at the main double wooden gates. Only allow registered swimmers and members of BRAT to enter. (See swimmers responsibility statement re. non-swimmers). No other persons, pets etc. are to be allowed entry to the site. Unless swimmers are either entering or leaving the site keep the gates locked.
10. Post session, ensure that all swimmer number tags are returned.
11. Pack away the admin box and number tags at the end of the session.
12. Ensure that the radios are returned to the control box and locked away at the end of the session.
13. Ensure that the water entry mats are rolled up and stored neatly in the boat shed.
14. Lock up the boat sheds, changing rooms, car park barrier and main wooden gates.
15. Anything else to ensure that the smooth running of the session.
16. Pass the key to the Administrator for the following week.

**Please familiarise yourself with the Emergency Action Plan and Normal Operating Procedures.**

Thank you for your help!



BRAT Bittell volunteer role: **Boat Driver**

1. Arrive at Bittell by 5:30pm.
2. Refuel the Boat if needed.
3. Recruit helpers to launch the Boat.
4. Test the radios with the Spotter.
5. Set out the marker buoys.
6. Maintain contact with the Lifeguard.
7. At the end of the session collect in the marker buoys.
8. Recruit help to return boat and buoys to the boat shed.

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Thank you for your help!



BRAT Bittell volunteer role: **Lifeguard**

1. Arrive at Bittell ready for 6:00pm start.
2. When satisfied that safety conditions are met, authorise the start of swimming.
3. If conditions change during the session, e.g. weather. Suspend or stop the session as appropriate.

Be prepared at all times to enter the water to rescue swimmers in difficulty. Best achieved if the Lifeguard is dressed in a wet suit and is located in the rescue boat.

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Thank you for your help!



BRAT Bittell volunteer role: **Spotter (x2 for Covid procedures)**

1. Arrive at Bittell by 5:45pm, ready for 6:00pm start.
2. Liaise with session Admin to determine names of swimmers and band numbers.
3. Bring or borrow binoculars.
4. Watch swimmers for anybody that appears to be in difficulty and immediately alert the boat driver/lifeguard. Also alert the boat driver if swimmers are significantly off course
5. Be familiar with the operation of the radio and hooter in the control box.
6. Pass medical and other information about participants that the lifeguard should know to the lifeguard in a discreet manner (away from the hearing of others).
7. Second spotter to manage entry and exit of swimmers into the water, including issuing reminders re: social distancing both on the bank and in the water as far as possible.

The shore can be exposed to cold winds. Spotters are advised to wear suitable clothing especially in the early and late seasons. Spotting can be from within the elevated control box which is out of the wind.

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Thank you for your help!