



## OWS Roles and Responsibilities

### Session Lead x 1

- In overall charge of the session, they will decide if the session goes ahead
- Ensure the safety and wellbeing of all those involved in the session
- Ensure safe entry and exit from the water
- Ensure the session complies with LBT and BTF guidance and policies
- Ensure the session complies with LBT's agreement with OSC (Otley Sailing Club).
- Ensure any incidents, issues and complaints are initially managed, and reported to the LBT committee in a timely manner
- Initially coordinate any emergency response, and liaise with the emergency service should their attendance be required.
- Ensure that the site is left clean and tidy at the end of the session and all equipment has been appropriately secured.
- Complete the Session Lead check sheet and return it to [ows@lbt.org.uk](mailto:ows@lbt.org.uk)

### Gatekeeper x 1

- Based at the entrance gate to ensure only those who have booked on to the session are given access to the site.
- For each swimmer:
  - Check their current membership card (printed or digital) as proof of ID
  - Make sure they have brought a correctly coloured swim hat
    - Novice = White, Experienced = Yellow, First Aid = Green, Youth = Blue
  - Let them know their allocated changing peg number
- Make sure cyclists are wearing a helmet.
- Complete the Registration sheet and return it to the Session Lead or [ows@lbt.org.uk](mailto:ows@lbt.org.uk)
- 10 mins before the session starts the Gatekeeper can put the lock on the gate and make their way to the lake and join the swim if they wish, or even be a Bank Spotter.

### Bank Spotters x 2

- Work with the Session Lead to deliver the session
- Monitor the activity of swimmers and kayakers to ensure their safety.
- Manage the activity of the safety kayaks to ensure the safety of swimmers.

- Monitor and manage the well being of safety kayakers.
- Where possible Bank Spotters should come equipped to undertake the role of Safety Kayaker, if necessary.
- Life jackets must be worn at all times near the water.

### Safety Kayakers x 3

- Collect equipment from the container
  - Kayak, life jacket, float, paddle, waterproof radio case
- You will also need a radio, provided by the Session Lead
- Help deploy safety booms and turn buoy at the start of the session.
- **Monitor the activities of swimmers during the session to ensure their safety.**
- **Provide assistance to swimmers in difficulty**
- Help recover safety booms and turn buoy at the end of the session.
- Return all equipment to the container.

The kayaking role can be shared by two volunteers, each kayaking for half a session & swimming for the other half. They will be told which other volunteer they will be swapping with so they can coordinate the change over at the halfway point.

### Volunteer Rewards

- **Free Swim.** Each volunteer will be sent a £5 Discount Code to cover the cost of swimming at another session. The Code can actually be redeemed when booking any LBT session.
- In addition to the “Free Swim”, volunteers will be offered the following additional rewards, which can be taken via a Discount Code, cash or donated back to the club:
  - £15 for the Session Lead.
  - £10 for the Bank Spotters & full session Kayakers.
  - No additional reward for the Gatekeeper or half session Kayakers but they can swim for free at the current session.

The ‘Free Swim’ Discount Codes will be issued soon after each session, additional codes will be issued soon after you request them and cash refunds will be sent by bank transfer at the end of each month.