



OWS Roles and Responsibilities

Session Lead

General

- 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 the session complies with LBT and BTF guidance and policies
- Ensure the session complies with LBT's agreement with OSC (Otley Sailing Club).

During the Session

- Ensure that the volunteer team understands their roles and responsibilities.
- Ensure all volunteers know how to assist a swimmer - see '[Assisting Swimmers](#)'.
- Ensure all volunteers at the lake have a radio and know how to use it.
- Ensure any non-swimmers near the water's edge are wearing a life jacket.
- Ensure the kayakers are on the water 15 mins before the start, to enable them to get the boom out.
- Ensure safe entry to and exit from the water for swimmers and kayakers.
- Call time to the session with approximately 10 mins to go. Ask the kayaker at the buoy nearest the pontoon to stop any swimmers starting a new lap.
- 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

Incidents or Complaints

- Initially coordinate any emergency response, and liaise with the emergency service if their attendance is required.
- Ensure any incidents, issues and complaints are initially managed and then reported to the LBT committee in a timely manner.

Gatekeeper

- Based at the entrance gate to ensure only those who have booked on to the session are given access to the site.
- The list of swimmers can be accessed via smart phone or a printed sheet.
- 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
- Make sure cyclists are wearing a helmet.
- 10 mins before the session starts the Gatekeeper can put the padlock on the gate. They may then join the swim or act as a Bank Spotter.

Bank Spotters x 2

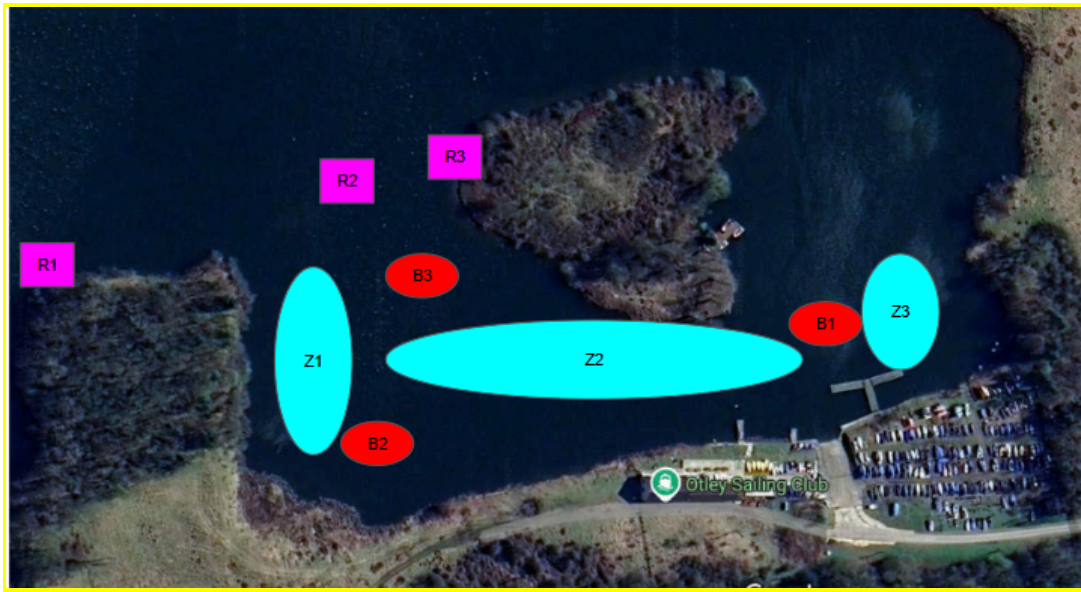
- Work with the Session Lead to deliver the session.
- Monitor the activity of swimmers and kayakers to ensure their well being & safety.
- Manage the activity of the safety kayakers to ensure the safety of swimmers.
- Where possible Bank Spotters should come equipped to take over as Kayakers if necessary.
- Life jackets must be worn at all times near the water.
- Two-way radios will be provided.

Safety Kayakers x 3

- Collect equipment from the store.
 - Kayak/raft, life jacket, paddle, float, throw rope.
 - **DO NOT DRAG THE KAYAKS**
- You will be provided with a two-way radio in a waterproof case.
- **Help deploy safety booms 15 minutes before the start of the session.**
- Monitor the swimmer activity during the session to ensure their safety.
- Provide assistance to swimmers in difficulty.
- **Ensure swimmers do not start another lap within 10mins of the session end.**
- Help recover safety booms at the end of the session.
- Return all equipment to the store.

The kayaking role can be shared by two volunteers, each kayaking for half a session & swimming for the other half. You'll be told in advance who you're swapping with to coordinate the handover.

Kayaker Duty Details



Deploying the Safety Boom - see image above

Before the session can begin, two kayak volunteers must deploy the safety boom.

- One kayaker should paddle to **R1** and collect the end of the long boom.
- The second kayaker should go to **R3** and collect the end of the short boom.
- They should then meet at **R2** and connect the two ends.

This must be done before any swimmers enter the water. Please allow up to 15 minutes for this process.

Where to Paddle During the Session

Kayakers should patrol around Zones 1, 2, and 3 (**Z1, Z2, Z3**) throughout the session. Kayakers who are swapping halfway should patrol the zones closer to the exit (that's **Z2** and **Z3**) to make handover easier.

Storing the Booms

Around 10 minutes before the end of the session, the Session Lead will ask the kayaker in Zone 3 to stop swimmers from starting another lap. Swimmers finishing their final lap should be directed to exit the water.

Once the last swimmer is safely on their way toward the Zone 3 kayaker:

- The other two kayakers should detach the boom ends at **R2**,
- And return the ends to **R1** and **R3**,
- Ensuring both are stored securely.

Assisting Swimmers

Swimmer Needs Reassurance or a Pause

- Approach the swimmer calmly and ask what help they need.
- If they're just resting, invite them to hold the **front of the kayak** while they recover.
- Offer reassurance and, once they're ready.
- Consider paddling nearby to support them as they finish their lap and exit the water.
- **Radio other volunteers** to let them know what you're doing.

Swimmer Needs a Tow Back to Shore

- Ask the swimmer to hold the **front of the kayak**. Reassure them.
- **Do not allow the swimmer to try to get on the kayak.**
- If towing is needed:
 - Attach the float straps to yourself.
 - Throw the float to the swimmer.
 - Tow them slowly and steadily **back to the slipway**.
- **Radio other volunteers** to confirm your actions.

Swimmer in Serious Trouble

- Approach and ask the swimmer to hold the **front of the kayak**. Reassure them.
- **Do not allow the swimmer to enter the kayak.**
- Immediately **request support via radio**.
- Attach the float straps and throw the float to the swimmer.
- Once the swimmer is stable, **tow them to the nearest safe exit point**.

Additional Actions:

- The **session lead** should deploy the raft to help return the swimmer safely to the slipway.
- If the situation is severe, **call emergency services** without delay.

Signing Up to Volunteer at OWS

Sign Up for a Role

Once you've decided which role you'd like to do, head to the homepage of our website and click '[Volunteer at OWS](#)'. This will take you to our volunteer system, **DutyMan**.

- Log in using the email address you used when you joined LBT. If your email isn't recognised, email ows@lbt.org.uk.
- Select the session you're interested in, click '**Volunteer for a duty**' and follow the on screen prompts. Your name should now appear on the list. You'll receive a reminder email before your session.

Cancelling a Role

If you need to cancel, go back to DutyMan, click the red arrow next to your name, and remove yourself by clicking 'Can't Do'. If it's less than 24 hours before the session, please also email ows@lbt.org.uk to let us know.

For Gatekeepers and Half-Kayakers Who Are Also Swimming

If you're planning to swim at the same session, use the usual booking system to reserve a 'Volunteer & Swim' ticket. This ensures your name is on the entry/exit list for the lake and that we have your emergency contact details.

Getting to the Lake

Volunteers can drive down to the lake if they wish.

Volunteer Expenses

- **Free Swim.** Each volunteer will be sent a £6 Discount Code to cover the cost of swimming at another session. The Code will be valid until the end of the current membership year.
- In addition to the "Free Swim", volunteers will be offered the following additional out of pocket expenses, which can be taken via a Discount Code, cash or donated back to the club:
 - £18 for the Session Lead.
 - £12 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.