

Spotter Duties Ardingly Reservoir

The spotter is a key member of the safety team, responsible for knowing who is in the water and for keeping a look out for any incident and acting accordingly. Please read the Emergency Action Plan on the website (a copy is also kept on the clipboard in the bag).

Three other members of the safety team are provided by the activity centre: two kayakers and the duty manager. All four of you will be in radio communication throughout the session.

The OWS **Spotter's Safety bag** is kept at the centre and contains:

1. Clipboard & pen
2. Indemnity forms for Guests to sign before being allowed in the water
3. Safety horn
4. Blank swimmer attendance forms
5. Next-of-kin contact details for all club members in case of emergency
6. Accident Report Book
7. Spare tow-floats for loan to cautious swimmers
8. Space blankets
9. Swim hats – free to anyone who wants one

1st Spotter Duty

- Please turn up 15 minutes before the session start time: 8am Sat/5:45pm Tues
- Collect the black Spotter's bag, two-way radio and signage from the activity centre if they have not already been put out for you
- A member of the swimming committee (Debbie, Jo Millington, Merrin Forbes) will bring along the list of swimmers who are attending the session. If this does not appear then use one of the blank attendance forms in the bag and take the names of swimmers as they enter the water
- **Sign all swimmers in and out** – first timers are to use a tow-float (spares in the bag). Check all swimmers are wearing a wetsuit and a cap
- Guest swimmers must sign a blank indemnity form before entering the water
- **Keep vigilant throughout your session and be prepared to follow the Emergency Action Plan**

2nd Spotter Duty

- Please turn up at least 10 minutes before your start time: 8:50am Sat/6:35pm Tues for handover with the first spotter
- **Sign all swimmers in and out** – first timers are to use a tow-float (spares in the bag). Check all swimmers are wearing a wetsuit and hat
- **Keep vigilant throughout your session and be prepared to follow the Emergency Action Plan**
- At the end of the session return the swim bag, radios and sign to the activity centre. The swim sheet can be left on the clipboard.

If you notice anything of concern at all, or anything that could be improved upon please speak to either the Activity Centre Manager or Debbie Ware (if present, if not then email openwaterswim@midsussextriclub.com)

And finally, Thank you for your contribution!