

OPEN WATER & LONG DISTANCE SECRETARY
CHECK LIST:

1. Read and understand DLGC *Operational Procedures and Risk Assessments*.
2. Buy tide table from Bill's bait shop on Snargate street.
3. Create a calendar for the season. – Start races on a higher tide as this makes it easier to get the boats and engines up and down the beach and allows swimmers to touch the boundary groyne when swimming the 1000, 2000, and 4000 metres freestyle.
4. Send a copy of the calendar to Dover Port Control, Water Sports Centre, Dover Rowing Club, Boat Tours, Lifesaving Secretary, Social Secretary, Boat Handlers, DLGC Web Master and post on Open Water notice boards.
5. Ensure you have adequate Power Boat Level 2 qualified persons available for swim dates.
6. Liaise with the lifesaving department to ensure they can provide you with adequate lifesavers for the swim dates.
7. Have engines serviced with Highway Marine and check boats for leaks / damage.
8. Ensure each boat has a blanket and first aid kit kept dry in a water proof bag.
9. Each boat should have an anchor, a bailer and oars / paddles incase of engine failure.
10. Check there is enough fuel. – If necessary, buy fuel and oil and mix accordingly.
11. Check VHF radios are in good condition and working and charge batteries.
12. Liaise with the Social / Friends Secretary to help with fund raising. Food, drinks, raffles etc on swim dates.
13. Ensure you have adequate entry forms, registration forms and timekeeping forms printed for the season.
14. Leave some entry forms in the leaflet box next to the open water notice board in the sport centre.
15. Ensure you have adequate medals for the season. – Any ordering of medals should be done through the trophy warden.
16. Emergency contact numbers and certificates of insurance to be posted on HQ notice board or visible when running events.
17. Incident / accident forms should be available and if used a copy should be given to the person/s involved, the club secretary and the lifesaving secretary.
18. Read and if necessary revise the risk assessment each year.
19. Delegate parent / volunteers to timekeeping / placing duties and any other jobs that will help.
20. After registration a role call of swimmers and a safety briefing should be carried out.
21. Swimmers should not be allowed into the water until adequate boat and lifesaving personnel are in place and ready.
22. When boats are launched, carry out a radio check with radio users.
23. Monitor swimmers when they are swimming. – Binoculars are useful.
24. Monitor swimmers condition when they leave the water and again when they are dressed.
25. Do not allow a hypothermic swimmer to have a shower. You must warm them naturally with clothing, blankets, huddling and a warm drink.
26. After the race make sure that the engines are run in the fresh water butt and stowed safely onto the engine mounts.
27. Make sure the boats are safely stowed and that the fuel cans and leads are locked away in the locker.
28. Record or have someone record times and placings.
29. Present or ask the club president to present awards.
30. Any awarded trophies must be signed for by the winner and their parent / guardian if under 18 years old.
31. Keep a log of who trophies were awarded to in the trophy program and forward to the web master and trophy warden at the end of the season.
32. Collate entry forms, registration forms and results forms for each race and file in results folder. – This must be done as it forms part of the risk register (the other parts are the operational procedures and risk assessments)
33. Enter results into the results program and send to web master at the end of the season.
34. Print race results after each race and post onto both notice boards.
35. Any entry money taken should be given to the club treasurer and logged into the finance program and forwarded to the club treasurer at the end of each season.
36. At the end of each race clean working area and leave safe and tidy.