

**DOVER LIFE GUARD  
CLUB**

FOUNDED 1935



**DOVER SWIMMING  
CLUB**

FOUNDED 1886

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## **DOVER LIFE GUARD CLUB**

**NORMAL OPERATING PROCEDURES (NOP)**

**AND**

**EMERGENCY OPERATING PROCEDURES (EOP)**

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## **FORWARD**

This manual provides information and advice for those involved in the organisation of a long distance swimming event.

In all cases ASA Open Water Swimming Rules will apply.

The Amateur Swimming Association cannot accept responsibility for inaccuracies nor for any loss or negligence arising out of this guidance, although every care has been taken in its development.

## *Normal Operating Procedures (NOP)*

### THE OFFICIALS

#### Responsibilities

The organisation of an open water swim event is complex, time consuming and requires detailed organisation in order for it to be a success. This documentation provides a guide to assist organisers who are tasked with organising an open water or long distance swim event.

The organisation can be broken down into a team of officials, who are likely to include the following:

**Event Organiser** - The person who has ultimate responsibility for the organisation of the team. Ensure a copy of the swim calendar for any given year has been forwarded to the water sports, rowing club, Dover harbour control, the tours boat company, club secretary and posted on the club notice board.

Ensure eligibility of swimmers:

- Entry form to be countersigned by their club official stating the swimmer's ability to compete in the event.
- DLGC swimmer's ability to be assessed by The Race Organiser. Set time limit for younger swimmers known to feel the cold.

Entry forms and disclaimers must be read and signed by parents of children under the age of 18 years.

Check weather, sea conditions and record water temperature immediately prior to the race. Always bear in mind the state of the tide, wind and waves at the start and end of the race, taking into account how long the race is likely to take and where it will start and finish.

Ensure that all swimmers have signed the Form of Registration before "The Pre-Race Briefing" by a time stated in the race conditions. On signing registration swimmers are numbered with their race number on their left shoulder blade and the back of their left hand.

Ensure that there is a briefing of swimmers prior to the race. After the Briefing Swimmers will be issued with a coloured, numbered swim race hat. Swimmers that have not attended the race brief will not be issued with a hat and **will not** be allowed to swim.

Send Race Acceptance Form with description of race course, distance and stroke to be swum.

Immediately before the race, arrangements must be made for all swimming competitors to attend the Pre-Race Briefing, which will state:

- Water temperature, state of tide and wind conditions.
- The start and finish points and rules for the start and finish.
- The course of the race.

- The means of entering the water - Swimmers to be counted into the water.
- The means of exiting the water - Swimmers to be counted out of the water.
- What to do if a swimmer is in trouble - Swimmers must wear race hat provided.
- Rescuers to notify event organiser by vhf radio that the swimmer is out of the water giving swimmers name and race number.
- Any questions from competitors to be answered.

Ensure safety cover:

- Ensure that a mock/training rescue is carried out before each sea swim season to ensure all involved are familiar with procedure and look for improving procedure of rescue.

Ensure a qualified First Aider is in place at the start and finish of the race as well as at the Dover Sea Sports Centre.

Be aware of Identified Risks: *(A detailed report can be found in the DLGC open water Risk Assessment)*

- Injury from kick or elbow contact during start
- Sting from jellyfish
- Hypothermia
- Exhaustion from over exertion
- Drowning

Provide adequate qualified Life Saving personnel, motor boat, canoe and rowing boat safety cover for the race. This is primarily dependant on the number of competitors taking part in the race in Dover Harbour.

Provide Radio communication cover to be in place at:

- First aid points
- Start of race
- Finish of race
- All motorised boats
- Safety boat co-ordinator, who will be appointed and will take up vantage points so that they can control the department of the motor boats as the race progresses and continuously monitor the competitors for safety boat cover.

Safety boat cover:

- Motor boats must only be handled by certified “**power boat level 2**” qualified persons.
- Motor or row boats must have two persons on board which must include at least one CRB checked adult.

Ensure that none of the safety boat cover or first aid personnel step down until notified by the safety boat co-ordinator who will be notified by the race referee that "All swimmers are accounted for" after the race.

Should a swimmer not be accounted for, the safety boats will patrol the race course searching for the swimmer until otherwise notified. This operation will continue to be controlled by the safety boat co-ordinator.

**Event Administrator** – A person able to cope with the distribution of paperwork related to the event and who can step into the organisers role.

**Course Organiser** - person delegated with the responsibility for the marking and measuring of the site and each course.

Be responsible to the Management Committee for the correct survey of the course.

Ensure the start and finish areas are correctly marked and all equipment has been correctly installed and, where applicable, is in working order.

Ensure all course alteration points are correctly marked and manned prior to the commencement of the competition.

With the Referee and Safety Officer inspect the course and markings prior to the commencement of competition.

Ensure that Turn Judges are in position prior to the start of the competition and report this to the Assistant Referee.

**The Safety Supervisor** - Be responsible to the Referee for all aspects of safety related to the conduct of the competition.

Check that the entire course, with special regard to the start and finish areas is safe, suitable, and free of any obstruction.

Be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft.

Provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course.

In conjunction with the Medical Officer advise the Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

**The Medical Officer** - Be responsible to the Referee for all medical aspects related to the competition and competitors.

Inform the local medical facilities of the nature of the competition and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity.

In conjunction with the Safety Officer, advise the Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

**The Referee** – Will have full control and authority over all officials and shall approve their assignments and instruct them regarding all special features or regulations related to the competition. The Referee shall enforce all the Rules and decisions of FINA/ASA and shall decide all questions relating to the actual conduct of the competition, the final settlement of which is not otherwise covered by these Rules.

Have authority to intervene in the competition at any stage to ensure that FINA/ASA Rules are observed.

Adjudicate on all protests related to the competition in progress.

Give a decision in cases where the judges' decision and times recorded do not agree.

Signal to swimmers, by raised flag and short blasts on a whistle, that the start is imminent and when satisfied indicate by pointing the flag at the starter that the competition may commence.

Disqualify any swimmer for any violation of the Rules that he personally observes or which are reported to him by other authorised officials.

**The Assistant Referee** - Ensure that all necessary officials for the conduct of the competition are at their respective posts. He may, with the approval of the Referee, appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary.

Receive all reports prior to the start of the race from the Clerk of the Course, Course Officer and Safety Officer and inform the Referee of their contents 15 minutes before the scheduled start of the race.

Approve the draw for Race Judges and allocate them to their respective escort safety craft.

**The Clerk Of The Course** - Assemble and prepare competitors prior to each event and ensure proper reception facilities at the finish are available for all competitors.

Ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and are not wearing any jewellery, including watches.

Be certain all swimmers are present, in the assembly area, at the required time prior to the start.

Keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given.

Be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping.

Ensure that all competitors leaving the water at the finish have the basic equipment required for their well being should their own attendants not be present at that time.

**The Starter** - Shall be stationed in such a position as to be clearly visible to all competitors.

On signal of the Referee raise a distinctive flag into the vertical position.

Simultaneously bring the flag holding arm down, with arm kept straight, and activate an audible signal.

**The Chief Judge** – Shall assign each Judge to a position.

Collect after the race, signed results sheets from each Judge and establish the result and placing which shall be sent directly to the Referee.

**Each Race Judge** – Shall be positioned in an escort safety craft; assigned by random draw prior to the start, so as to be able to observe, at all times, his appointed swimmer.

Ensure at all times that the Rules of competition are complied with, violations being recorded in writing and reported to the Referee at the earliest opportunity.

Have the power to order a swimmer from the water upon expiry of any time limit so ordered by the Referee.

Ensure that his appointed swimmer does not take unfair advantage or commit unsporting impediment on another swimmer and if the situation requires instruct a swimmer to maintain clearance from any other swimmer.

**Turn Judges** - Be positioned so as to ensure all swimmers execute the alterations in course as indicated in the competition information documents and as given at the pre-race briefing.

Record any infringement of the turn procedures on the record sheets provided and indicates the infringement to the Race Judge at the time of infringement by blasts on a whistle.

Promptly upon completion of the event deliver the signed record sheet to the Chief Judge.

**Finish Judges** - (Three, one of whom shall be the Chief Judge) shall be positioned in line with the finish where they shall have at all times a clear view of the finish.

Record after each finish the placing of the swimmers according to the assignment given.

*Note: Finish Judges shall not act as Timekeepers in the same event.*

**Chief Timekeeper** - Assign at least three Timekeepers to their positions for the start and finish.

Ensure that a time check is made to allow all persons to synchronise their watches with the official running clocks 15 minutes before start time.

Collect from each Timekeeper a card showing the time recorded for each swimmer, and, if necessary, inspect their watches and record or examine the official time on the card for each swimmer.



**Timekeepers** - Take the time of each swimmer assigned. The watches must have memory and print out capability and shall be certified correct to the satisfaction of the Management Committee.

Start their watches at the starting signal, and only stop their watches when instructed by the Chief Timekeeper.

Promptly after each finish record the time and swimmers' number on the timecard and turn it over to the Chief Timekeeper.

**The Recorder** - Record withdrawals from the competition, enter results on official forms, and maintain record for team awards as appropriate.

**Finance Administrator** - A person to draw up and monitor a budget for the event.

**The Event Organiser, Event administrator, Course Organiser, Chief Judge, Safety Supervisor, Medical Officer, Finance Administrator and Race Recorder** form the core planning and event team. They hold responsibility for all aspects of the event, the results service, pre-event planning meetings, problem solving, assigning responsibilities, etc.

It is recommended that planning should cover:

- A meeting to discuss the event.
- Meeting(s) to ensure that all formal approvals are available: e.g. Police, St John's Ambulance, local Authority Coastguards etc.
- Safety review
- Organisers briefing to ensure that all involved are aware of their responsibilities.
- Competitors briefing to cover safety and announce any alterations to the course or other relevant details.
- Officials briefing to ensure that all officials are up to date with the current status of the event and any safety issues.
- Media briefing to address the press, TV, local radio, etc.
- Post race meeting to confirm results, discuss procedures, event outcome, and report preparation for the ASA.

## **ADVANCE PREPERATION**

### **Permissions**

In order to run an event effectively sufficient planning needs to be in place with entry forms being made available. The starting place for this is the Local Authorities, site and land owners (as applicable) and Local Emergency Services (including Hospitals).

All preliminary notification of the event should include:

- Proposed date of the event
- Proposed venue
- Safety considerations
- Proposed start, last and anticipated finish
- Outline proposal of course; and alternative venues
- Estimated number of competitors.

### **Course Planning**

One of the most important factors is course planning. There are a number of factors and guidelines that should be observed and all need careful consideration for safety and suitability.

Course Measurement and Marking:

- It is important that the course is determined following local advice and historical data and measured well in advance. This is to ensure that changes to the course can be made should weather or sea/water conditions deteriorate. Consideration should be given to planning an alternative course that can be put into effect with the minimum of delay.

### **Entry Forms and Race Information**

Competitors, as well as officials and other interested bodies need to know information about the course. The information needs to be as accurate as possible at the time of printing and imparted on the entry form and /or information pack.

The basic information should include:

- When: date, start and finish time, prize giving;
- Where: location, direction and maps;
- Refreshment: arrangements in place communicated to competitors prior to their arrival at the event;
- How much: entry fee;
- Health and safety information: special local conditions, water temperature, light conditions and anticipated water conditions;
- Format: pool, river, lake or open water swims, wave starts, age categories;
- Result: show, when, where;
- Disclaimers: place a disclaimer on the entry form;
- Medical conditions: this information should be clearly stated on the back of the race number and on the entry form and include age, medication and drugs prohibition.

## RACE ORGANISATION

### Registration

The registration procedure needs to be clearly explained to competitors before the event. An area should be made available for registration that can cope with a number of entries. There should be a clearly defined entrance and exit point with marshals to ensure no undue delay occurs.

It is standard for registration to:

- Check disclaimer is signed, to include medical information and ability to swim the distance;
- Check competitor against list of entrants to determine starters, etc;
- Issue race numbers;
- Check competitor information is correct.

**The registration area is also a good place to have a race information board with race details and any last minute changes to the published programme.**

### Marshalling

Once the course is finalised, numbers of marshals, safety officials, and escort boats need to be identified and positioned, recruit sufficient marshals and escorts crews as soon as possible. Local swimming, canoe and rowing clubs are good sources of event marshals and escorts as well as local gyms, health clubs, scouts/guides, women's groups and Lions Clubs.

It is important you look after and identify marshals, who will then be willing to assist in the following years or for future events. This includes feeding them, donations to their clubs, etc.

Ensure marshals are of a caliber to carry out the function required. Brief them on their exact duties and responsibilities as far in advance of the event as possible and ensure each Marshal knows their exact location. This can be done with maps or by a site visit. Each Marshal should be given detailed race information, water data, details of emergency procedures, radio and contact numbers and the name of the safety officer (including call sign) and race judge. In longer events, refreshments should be supplied and/or relief marshals arranged.

It is vitally important that the organiser has made provision for non-attendance of marshals, particularly safety crews. A list of marshalling priorities should be produced and marshals reassigned from lower priority points as required. Under no circumstances should marshals be asked to endanger themselves. **Where you are reliant upon a separate organisation providing safety crews it is essential that they are briefed on your safety procedures and that the compatibility of the two disparate procedures is assessed.** All marshals should be issued with safety equipment and clothing including weather protection and life jackets. (see BLDSA advice on Canoe Swimmer Escort and Boat Crews Advice)

The following events will require marshalling and the type of venue will dictate the duties required. These may include refreshments, car parking, registration, timing and results.

- **Open water swims:** safety crew, start/finish marshals, marshals to control spectators and others;
- **Pool swims:** courtesy marshal for competitors information, safety staff, starters, timing crew, lap counters, pool side staff;
- **Post race:** helpers are needed to clear up, take down signs, dismantle barriers, pick up litter, etc.

## **Race Briefing**

There should be a separate briefing for both competitors and marshals. The timing of the briefings needs to be clearly advertised beforehand. The competitors briefing should take place in an area that allows the expected number of competitors to gather and hear the information clearly. Any information updates can be passed on at the briefing.

## **Start and Finish**

The start and finish need to be clearly defined. The start procedure should be known to all competitors and there should be an emergency system to either stop the event or change the course.

## **Timing and Results**

A system needs to be in place that can cope with the demands of the race. Competitors need to be processed quickly and the results can be produced by hand. In large events with a more sophisticated system may need to be considered. If possible the system and marshals should have a trial run before the race to iron out any problems. Whatever timing system is used, it should produce a list of competitors on the race day and a further list of results to dispatch to all competitors.

## **Race Facilities**

Consideration should be given to the following:

- Sufficient parking for competitors, spectators and officials, suitably sign posted;
- Toilet and wash/changing facilities (where these are not available at the venue competitors should be advised in advance);
- Baggage storage and secure areas;
- Refreshments and catering facilities for competitors, officials and spectators.

## FIRST AID AND MEDICAL COVER

### Medical Personnel

The recruitment of suitable medical personnel is vital. There are a number of organisations such as the St. John's Ambulance and the Red Cross. Before the event the organiser must ensure the availability of sufficient medical personnel and the local hospitals emergency department must be advised. This is compulsory for sea swims. There should be sufficient people to cope with a worst case scenario particularly if the event is a sea swim or cold water swim. It is recommended that a ratio of 1 first aid professional to every 80 competitors be maintained.

### Siting of Medical Facilities

This is particularly important. They are most likely to be needed on open water swims at the race finish and at high risk points on the race route as well limited facilities on the escort boats. Consideration should also be given to providing a fast response boat with medical facilities. These points should be identified by a risk assessment carried out by the race organiser, sanctioning officer and appropriate medical personnel prior to the commencement of the race. All first aid should points should be able to communicate with the Emergency Services.

### Drug Testing

ASA headquarters may notify the event organiser that a nominated Doctor will attend the race. If this happens, the organiser should provide personnel to assist. The organiser is to arrange an area where the Doctor can operate in relative seclusion.

## COMMUNICATIONS

### Setting up the System

A system can be technically advanced or a simple system but it does need to be tried out in advance of the race.

The system needs to be able to:

- Contact the Race Organiser in case of problem, queries or emergencies during the race;
- Contact the on-site medical personnel;
- Contact external medical services quickly;
- Relay information to the commentary team;
- Contact the race referee.

One practical option is to hire a local Raynet Club (or similar) who will provide communication units, or to hire the units and allocate them to selected personnel. Any more than two or three units will become expensive.

An alternative is to use mobile phones as the majority of people have them these days. This is likely to be the least cost option if it is feasible, and a list of telephone numbers can be issued to all communication officers in advance, including the central information point (**you will need to check for mobile phone or radio black spots before the event**).

## **INFORMATION**

Information needs to be made available to all parties concerned. For large events, a good Public Address system can be hired and a race commentator briefed. This needs to be audible in as many areas as possible. Appeals and calls for particular personnel can be heard immediately.

## **FINANCE**

### **Race Budget**

A race organiser needs to prepare a race budget. Without this it is not possible to accurately chart and calculate income, expenditure, committed funds or the balance of the account at the end of the event. A race budget needs to be approved in advance by the appropriate officers and the financial responsibilities understood. Extra or unexpected costs might be incurred from spectator facilities needed, attendance by the Police, etc.

### **Entry Fees**

The setting of an entry fee is a decision made by the race organiser. Discounted fees to ASA members should be included.

### **Insurance**

It is a requirement of the ASA that insurance cover is taken out. Venues that carry their own insurance, such as leisure centres, may be able to be used instead if the level of cover is approved by the ASA.

### **Financial Security**

It is important that the race is able to fulfill its financial obligations. Failure to meet these commitments reflects badly on the sport, the ASA and the race organisers.

## **Emergency Operating Procedures (EOP)**

### **WHAT DO WE DO IF SOMETHING GOES WRONG?**

Most events are carefully planned and well organised, but a few fail and some of these are due to unforeseen emergencies. The purpose of this section is to plan for these unforeseen events, to reduce their impact on the event, the participants and the reputation of the ASA .

#### **Lack of Course Marshals**

If an event is inadequately marshalled it is likely to fail in some aspects, for example in the provision of suitable escort craft. Marshals must always be alert and capable of the demands of the task.

#### **Results**

The preparation of results is important to competitors and can cause frustration at the event of an event. Preplanning and rehearsal can reduce the risk of this problem.

### **COURSE PREPARATION AND RISK ASSESSMENT**

#### **The Organiser**

Should make sure that the choice of water for an open swim is suitable for the purpose and that the competitors are not being placed in any danger due to the location or condition of the selected water.

There are a number of factors that need to be considered and documented before an area of open water is used for an event, dependant on whether a sea, lake or river swim is being considered.

- Access, condition and proximity of start and finish points
- Likely water temperature (set event minimum temperature)
- Currents or eddies
- Water quality
- Hidden, overhanging or underwater hazards
- Other water users
- Minimum depth of not less than 1 metre at any point, excluding start and finish
- Conditions underfoot at start and exit

The organisers should consult with regular users of the chosen water - fishermen, lifeguards, canoeists, recreational boaters, wind surfers, etc.

Access to the area is very important as this will not only determine how each event should take place but also, in the event of an emergency, how emergency services would gain access to the start and finish areas and to the course.

Course design should allow for minimal congestion at the race start.

The start and finish areas should be clearly defined. The start should be wide enough so the proposed number of competitors can make a safe start free from interference from others. The finish area should be marked so that there is no confusion as to the exactly when the course is completed.

The actual swim course should be marked with buoys that are clearly visible when in the water. Turn buoys should be at least 1 metre high in the water. All markers should be fixed so they will not move in prevailing water conditions or tide turns. A lead boat or canoe may be required for the leading swimmer. Swimmers must wear numbered, brightly coloured swim hats.

## **Safety Management**

Safety craft and/or canoes must be provided. Personnel assigned to water safety should be to the **ratio of 1 to 20 competitors**. Emergency exit points should be marked for swimmers to leave the water.

Consider what is the safe number of swimmers to have in the water at any one time?

At no point should any competitor be more than **50 metres apart**. In addition to canoes, motorised safety craft should be employed with full warning, first aid and warming facilities.

Even when the water temperature and air conditions are good it is advisable to have additional resources at the swim exit. Hypothermia can occur in relatively warm water, particularly to weaker swimmers. A cut off time for the swim should be agreed with the race official/referee prior to the event. If any competitor fails to complete the course by the cut off time they should be removed from the water. The cut off time will be dependant on water conditions, weather conditions, air temperature and the length of the swim.

## **Environmental Conditions**

The SAFETY OFFICER will shorten or cancel the swim if the water temperature falls below 16C. Excessive water flow or wave conditions will also affect any decision as well as a deterioration of weather and light conditions. The temperature should be taken as specified in the ASA rules or as specified at the start. For all open water swims alternative plans should be made in case environmental factors make the swim unsafe forcing it to be cancelled or curtailed.

## **Water Quality**

Water quality is of prime importance. The Environment Agency / National Rivers Authority and Coastguards should be contacted before the event for advice on the area of water to be used. Water testing should be arranged and the results displayed for competitors to view prior to entry to the water.



## Appendix A

### PROCEDURE FOR LAUNCHING SAFETY BOATS

#### Introduction

If club swimmers are going to swim beyond the 400 metre parameters (Prince of Wales pier and the second white pole), then it will be imperative that at least one safety boat is launched. There are no hard or fast rules or laws that states a specific number of safety boats should be launched for a given number of swimmers swimming in any given distance. If a swimmer is swimming further than 10 Kilometres then they will be accompanied by a canoe or safety craft displaying flag alpha. Common sense must prevail and efforts to launch as many safety boats and or canoes for any given event or training swim should always be made. **Personnel assigned to water safety should be to the ratio of 1 to 20 swimmers and a ratio of 1 first aid professional to every 80 competitors must be maintained.**

#### Manning Of A Rescue/Safety Boat

- Each boat must have at least two persons aboard. One of these persons must be an adult; two adults are preferred due to the difficulty of pulling a swimmer out of the water. 1 of these persons must be lifesaver qualified.
- Each boat must be handled by a power boat level 2 qualified person at all times who will be responsible for the boat and its communications.
- 2 x boats must have a fully charged and working VHF radio on board.
- A vhf radio check must be carried out between the two boats and the radio handler based at the Dover Sea Sports Centre. The radio handler at the Dover Sea Sports Centre must be the open water & long distance secretary, the head coach or a responsible person experienced in open water swimming. For club swims run under ASA laws the person holding this radio is otherwise known as the Organiser/Promoter: please refer to DLGC Operational Rules for Open Water Sea Swim Races for duties and responsibilities.
- Each boat must have at least one CRB checked person on board.
- All persons on board must wear a life jacket.

#### Boat Crew Duties

- Before the inflatable boat is launched, it should be checked for pressure and air added if necessary by using the foot pump.
- Before the rowing boat is launched it should be checked for any obvious damage that may render it sinkable.
- Boats should be safely carried to the waters edge by a minimum of four persons, one person to each quarter. Please refer to the Health and Safety Risk Assessment.
- When boats are in the water, they should be paddled away from the shore with the engine raised. When in deep enough water the engine can be lowered and started.
- Boats must keep a 10 metre distance from swimmers at all time unless assistance is needed.
- If a swimmer wishes to leave the water the boat handler should immediately turn alongside the swimmer, shut of the engine and with the help of the second crew member pull the swimmer out of the water and into the boat. He / she must be wrapped in the blanket

provided and the headquarters should be immediately advised by vhf radio. The swimmer should then be returned to the headquarters and the boat should then return to the course.

- When the boats wish to come ashore, they should advise the headquarters by vhf radio that they require help beaching. They should observe the sea conditions, accelerate and when close to the shore raise the engine and glide into the beach. The second crew member should jump out and help any persons waiting on the beach to pull the boat out of the water.
- The engines should be removed and carried up to the headquarters.
- The boats should be emptied of sea water and safely carried up to the headquarters by a minimum of four persons.
- The boats should be stowed safely being careful not to puncture the inflatable boat.

### Boat Equipment

- Any boat that is launched must have a blanket which should be kept dry and clean inside of a waterproof bag.
- Any boat launched should have a first aid kit in the bag with the blanket.
- Throwing rope and aid.
- Lifesavers should take any other necessary equipment on the boat with them.
- 1 x bailer.
- Oars or paddle if engine fails.
- Safety line to secure engine to the boat.

### Engines

- Before securing an engine to a boat, it must be started in the water butt to ensure that it will start and a check to ensure that there is water flow to cool the engine must be done.
- The 15hp engine should be secured and made safe with the safety line to the inflatable craft and used as the lead rescue boat. This boat can patrol the swim course and get to a swimmer wishing to retire and then return them to the headquarters very quickly.
- The 5hp engine should be secured and made safe with the safety line to the rowing boat. This boat should be used as the safety boat that can sweep behind the rescue boat or stay with a swimmer or group of swimmers.
- When the boats are back ashore, the engines must be re-started in the water butt to flush with fresh water.
- Engines should be stowed on the engine rack or laid on the floor in front of the engine rack to reduce the risk of oil leakage and tripping hazard.

### Vhf Radio

- The three operating vhf radios should all be working on the same channel. This should be a non commercial channel which can be 68, 69 or 72. The channel number must be agreed before the boats are launched.
- In an emergency the Dover Sea Sports Centre radio handler will change channel to number 16 and make an emergency announcement calling **Dover Harbour Port Control** followed by his own identity **Dover Life Guard Headquarters**. This procedure must be continued until you are received by Port Control, and then the message can be sent.

## Appendix B

### PROCEDURE FOR SQUAD TRAINING IN THE SEA

#### Introduction

The club Head Coach may at his discretion select swimmers to train in the sea on chosen days and request the use of the Dover Sea Sports Centre and its facilities.

The safety of the swimmers is paramount and the following procedure **must be adhered to**:

- If swimmers train within the clubs 400 metre parameters and within 20 metres off the shore, then it is not necessary for any safety boats to be launched.

#### Persons Who Must Be Present

- Head Coach **and or** a responsible person experienced in Open Water swimming.
- At least one fully trained Life Saver/First Aider.

### RESPONSIBILITIES OF PERSONS PRESENT

#### Head coach or person experienced in Open Water Swimming:

- Be aware of the emergency contact numbers on the notice board and have use of a mobile phone or know where the nearest phone booth is.
- Know how to use the VHF radio and who to contact in the event of an emergency if a safety boat has been launched. *Procedure for Launching Safety Boats.*
- Give a safety briefing to all swimmers before they enter the water and explain where they will be swimming to, how long approximately they will be in the water for, tell them that they must stay seaward of the white posts and that they must swim in to the beach if they feel unsafe, ill, too cold or just want to get out or to lay on their back and raise an arm if a safety boat has been launched.
- Be aware of the sea temperature, the weather and sea conditions and mention this in the safety briefing.
- Count all swimmers into the water and monitor their performance and condition at all times.
- Count all swimmers out of the water, still monitoring their condition.
- Advise swimmers to keep their swim cap on and to get dried and dressed and to have a warm drink as quick as possible.
- **Do not** advise a swimmer who is shivering violently to have a shower.
- De-brief the swimmers giving them praise or constructive criticisms before letting them go home.

#### Lifesaver / First Aider:

- Be aware of the emergency numbers on the notice board and have use of a mobile phone or know where the nearest phone booth is situated.

- Will walk the shore line with a torpedo monitoring the swimmers at all times.
- They will enter the water and swim to the aid of a distressed swimmer if an incident occurs.
- If necessary, apply treatment using the facilities and or materials available to you at the time to preserve life, prevent the condition worsening and to promote recovery.
- Stay responsible to the casualty/s until they are handed over to the care of a doctor, nurse or other appropriate person.
- Make a report and pass a copy on to the Open Water & Long Distance Secretary as soon as possible.
- Stay in the Dover Sea Sports Centre until the swimmers have been de-briefed and allowed to go home.

## Appendix C

### PROCEDURE FOR BOXING DAY DIP

#### Introduction

The Boxing Day Dip is a fun event for all the family. It is facilitated by the *Dover Life Guard Club* and is open to both club and non club members. It must be noted that non ASA Members will not be covered by the ASA insurance and will be entering the water at their own risk.

The safety of the dippers is paramount and the following procedure **must be adhered to**:

#### Persons Who Must Be Present

- Open Water Secretary or delegated replacement.
- A ratio of 1 First Aider to every 80 persons in the water as a minimum requirement. First Aider should have a minimum first aid at work and or NPLQ or NBLQ.
- 2 x persons to manage the registration desk.(Registration is consent to disclaimer)
- Minimum 1 x person providing hot drinks.

### RESPONSIBILITIES OF PERSONS PRESENT

#### Open Water Secretary:

- Make arrangements for the Dover Sea Sports Centre building to be open in time for the dip.
- Ensure that the registration desk is set up and two helpers managing the registration.
- Provide the registration desk team with registration forms and a small tin of petty cash to be able to give change to non club members when they register.
- Ensure the disclaimer is on display for everyone to read before signing at registration.
- Check there will be some one to make the hot drinks.
- Be aware of the emergency contact numbers on the notice board and have use of a mobile phone or know where the nearest phone booth is.
- Know how to use the VHF radio and who to contact in the event of an emergency if a safety boat has been launched. *Procedure for Launching Safety Boats.*
- Place cones 10 meters either side of the line of dippers.
- Give a safety briefing to all dippers before they enter the water. Advise not to run and dive in, remind dippers that it is not a competition who can stay in the longest, dippers must stay within 10 meters of the shore and must not wander outside of the marked cones which should be placed 10 meters either side of the line of dippers entering the water. Remind dippers that there are lifeguards and first aiders on duty and that it is their prerogative on the grounds of safety to ask a dipper/s to leave the water.
- Be aware of the sea temperature, air temperature and the weather and sea conditions and mention this in the safety briefing.
- Monitor the dippers performance and condition as they enter the water, during the time they are in the water and continue to monitor their condition when they leave the water.

- **Do not** advise a dipper who is shivering violently to have a shower and do not rub their body to warm it up, ask them to put plenty of layers and a hat on and group cuddle allowing the body temperature to naturally rise.
- Collect registration forms and entry fees.
- Make sure the building is tidy before locking up the building.

### **Lifesavers/First Aiders:**

- Be aware of the emergency numbers on the notice board and have use of a mobile phone or know where the nearest phone booth is situated.
- Will walk the shore line with a torpedo monitoring the swimmers at all times.
- They will enter the water and swim to the aid of a distressed swimmer if there are no boats on the water.
- If necessary, apply treatment using the facilities and or materials available to you at the time to preserve life, prevent the condition worsening and to promote recovery.
- Stay responsible to the casualty/s until they are handed over to the care of a doctor, nurse or other appropriate person.
- Make a report and pass a copy on to the Open Water & Secretary as soon as possible.
- Stay in the Dover Sea Sports Centre until the dippers have safely left the building to go home.

### **Note:**

- ***If safety boats are launched, then the Procedure for Launching Safety Boats must also be adhered to.***