

*The purpose of this document is to act as an outline to the role expected of the duty club member on the side of West Wickham pool during Monday night sessions. These guidelines would also apply to other sessions arranged for particular purposes on other nights but may be adjusted by coaches present as best benefits the nature of the session.*

## The Duty Club Member Will:

- Act as a reference for the pool lifeguard regarding canoeing matters (e.g. is a club member in difficulty or simply practising?) and wear a distinctive yellow shirt.
- Ensure the safe removal and return of equipment to the pool store.
- Initiate a rescue of a kayaker if required (utilise members in the pool if appropriate)
- Control the kayaking activity according to the BCC pool rules.
- Ensure the maximum number of boats in the pool is not exceeded (16 boats).
- Call time for swapping boats and ensure that the correct club members are using the boats.
- Ensure that club members vacate boats at changeover.
- Ensure that members bringing own boats have rinsed them and allow others to use the boats or only use the boat for one session.
- Support the lifeguard in ensuring club members using the swimming lane observe the usual pool expectations for swimmers.
- Arrange for an induction for any new members (swim test and capsize drill) with a suitably experienced member of the club (i.e. do not do it yourself)
- Act as a point of contact for members requesting help or training

## Supervision of the Pool Area:

Pool lifeguards are trained to supervise the pool environment by constantly scanning the pool area. In order to achieve this they use a variety of techniques that ensure they cover all corners of the pool – it is easy to miss a problem in a corner on your side.

Be careful when talking to club members – it is best to face the pool with the club member in front but not blocking your view. You should explain that you are not making eye contact so that you can maintain pool observation.

### *Clarifications:*

The pool lifeguard is in overall control and responsible for safety in the pool. Their decision is final on all matters. The duty member should consult with the lifeguard if they are concerned for any reason. They should discuss with the lifeguard any concerns that the lifeguard has and where possible explain what the kayakers are doing and why.

No equipment should be removed from the pool store until 20:00 and when members of the public have cleared the pool.

The pool floats etc. are the property of the pool and therefore we do not have permission to use them. It is probably acceptable to utilise one for practising rolling etc.

## Behaviour Issues:

The duty member is primarily present to assist with the kayaking but should (where possible) observe the behaviour in the swimming lane.

Where there are concerns they should speak to the people causing concern and / or the lifeguard.

It is unlikely that a club member would be required to leave a club session but where members are not following the expected standards of behaviour then this should be addressed:

- 1) Explain to them what it is that is causing concern and if possible why this type of behaviour is unacceptable.
- 2) If they repeat the behaviour then suggest that they sit on the side to discuss this further with you.
- 3) Continued poor behaviour may warrant a short time sitting on the side
- 4) If the club member repeatedly ignores requests to stop or is causing a severe safety issue then they should be asked to leave the pool. Where the member is under 18 they should be asked to change and then return to pool side until they are collected by an adult. This should be used as a last resort and if used then please inform a committee member ASAP of the circumstances so that we may answer any questions from parents. Be assured that where this has been necessary your committee will support your actions and respond to any parental concerns.

Please remember that we are very grateful to all club members that volunteer to help with pool sessions and that we want to make the experience as pleasurable as possible.