

## WDSC Marshal roles

Thank you for agreeing to volunteer as a Marshal for the Club - these roles are vital to the safe running of our sessions and we are extremely grateful for your support. A description of what is required for each role is outlined below.

Please remember to follow the latest distancing and other government guidelines at all times to protect yourself and others. At present, face coverings are not *required* inside or outside of the leisure centre, but please bring one with you in case this changes or you decide you'd prefer to wear one, for example if supporting a swimmer who is injured or unwell.

Anyone acting as an Entry Marshal who also has a child swimming has the option to send their child inside to wait with the Session Marshal until they are able to proceed into the pool area. Session Marshals should also take their swimmers in with them to wait and should collect them at the end of the session once all other swimmers have safely exited. Swimmers of Exit Marshals should be sent out last with confirmation that they are the final swimmer.

### Entry Marshal (Outside)

Time required: Approx 15 minutes minutes

10 minutes before the session start time, stand at the assembly point by the bike lockers opposite the steps to the main entrance ready to welcome the swimmers. An umbrella is advisable in case it rains.

When instructed to do so by the Session Marshal inside the building, start sending the swimmers in (one at a time), checking them off on the electronic register as you go, reminding them to take their shoes off as they enter the building.

When all swimmers have been sent up, let the Session Marshal know so they can move onto poolside. In the event of absences, please wait no longer than 10 minutes after the scheduled start time and let the Session Marshal know that you are no longer admitting swimmers.

Please use your discretion when dealing with swimmers who turn up slightly late. Extreme or repeated lateness is especially disruptive now and cannot be accommodated in our procedures.

If the electronic register isn't working or you can't connect, please have a pen and paper available to make a record of swimmers' names and update the electronic version later.

### Session Marshal (Inside)

Time required: Full session + 10 minutes before session

#### Entry assistance

10 minutes before the session start time, enter the building and check in using the NHS Test and Trace App.

Liaise with poolside staff/coaches to agree when we are able to start sending swimmers in. Once ready, alert the Entry Marshal to start sending swimmers into the building and wait in the reception area for swimmers to start coming in.

Check that swimmers remove their footwear in the entrance area.

If they are 16 or over, they need to scan the NHS Test and Trace QR code or sign in at reception.

Direct swimmers through the door opposite reception into the pool area where the coaches will be waiting to welcome them and direct them to where they should get changed.

The Entry Marshall will let you know once all swimmers are present or if there are absences will wait no longer than 10 minutes after the scheduled start time to cease sending swimmers in and advising you they are leaving.

### **Poolside assistance**

Once entry is complete, please go onto poolside to provide assistance during the session.

If a child becomes unwell, is hurt, or needs any other assistance, you will be expected to help them. If they need to go home you will need to call their emergency contact and ensure they are looked after until their parent or carer arrives.

### **Exit assistance**

When the session comes to an end, you will manage the fire exit to let older swimmers (14+) exit when they are ready and safely reunite younger swimmers with their parent or carer by liaising with the Exit Marshal outside.

Once all swimmers have safely left the building, you should let the Exit Marshal know and then leave via the fire exit.

### **Exit Marshal (Outside)**

Time required: Approx 15 minutes

10 minutes before the session finish time, stand at the collection point at the bottom of the ramp by the fire exit at the deep end of the pool. An umbrella is advisable in case it rains and a torch or head torch might be useful if you are volunteering at an evening session.

Swimmers aged 14+ will be able to make their own way back to the car park to meet their parents/carers. Younger swimmers will not be able to leave on their own, UNLESS they are accompanied by a sibling aged 14+.

Parents of younger swimmers will arrive to collect them just before the session end time so you will need to communicate with the Poolside Marshal inside the fire door that their parents have arrived so they can send them out safely.

The Session Marshal will tell you when all swimmers have left so that you can go home.