

Generic Volunteer positions at the start and the finish line (both beaches):

These instructions would be read off to the volunteers by the volunteer “huddler”. It will happen early at the start line and also at the finish line. Instructions could be the same for all volunteers.

Instructions (generic for both beaches):

- Thank you for volunteering for the ATLS
- The primary goal is to have a safe event for all participants. This includes swimmers, volunteers, lifeguards, kayakers, boat operators and spectators.
- After the event has been started, watch out for swimmers who are returning back to shore, or who may be anxious or in trouble at the start of the swim.
- Always be alert and keep your eyes open to recognize safety concerns. Please be proactive in your approach to ensure safety for our event.
- Any issues that arise should be dealt with promptly; you are encouraged to be proactive in resolving any issues rather than leaving them to be dealt with later.
- Start line and finish line coordinators are assigned. Report any issues to the start line/finish line coordinator (the person that read these instructions to you).
- If the start line/finish line coordinator is unavailable, find another director.

Start Line Instructions:

- Ensure that the grounds at the start line are free of any sharp or otherwise dangerous objects.
- To account for every swimmer, ensure that all swimmers who arrived by vehicle to the start line are funneled through the timing chute before accessing the beach.
- If a swimmer has questions that you cannot answer, please direct them to the start line coordinator. In addition, race announcer will provide instructions on sighting and safety procedures at the start of the race.
- Ensure that all swimmers wear their assigned swim caps and timing chips.
- If you find a swim cap or a timing chip, give it to the start line coordinator.
- If a swimmer is not entering the water or the race, bring this person to the start line coordinator to collect their timing chip.
- Thank you for volunteering; let's have a safe event.

Finish Line Instructions:

- Ensure that the grounds at the finish line are free of any sharp or otherwise dangerous objects.

- If you feel that a swimmer who is getting closer to the beach requires assistance, direct them to the beach, stay with them and accompany them to the first aid table. The finish line coordinator will point out the location of the First Aid table to you.
- If you cannot reach a person in need of assistance in the water, immediately alert the finish line coordinator or venue director.
- If you find a timing chip, bring it to the timing table.
- If any of the spectators are injured or otherwise in need of medical attention, please take them to the first aid table.
- Thank you for volunteering; let's have a safe event.

Kayaker/Canoeist Instructions:

- Ensure a safe event for all swimmers and yourself.
- Your swimmer is responsible for you and needs to account for you at the end of the race. Any issues need to be reported to race officials.
- You have to have a PFD for yourself and an extra one in the boat with you.
- Make sure you have two paddles and a bailing device.
- Make sure you bring warm clothing and sun protection (hat, sunscreen).
- Stay out of the way of all swimmers at the start of the race.
- Try to form a channel to guide the swimmers along the course. Try to redirect swimmers who veer significantly off the course back into that channel.
- Do not stay in front of swimmers but always off to the side.
- Don't put your craft in danger and be alert for swimmers and other support craft (boats, kayaks)
- Raise your paddle when a swimmer needs assistance and alert the closest powerboat. Stay with the swimmer and offer the extra PFD.
- You should NOT attempt to pull an injured/fatigued swimmer into your canoe/kayak. Instead, have the swimmer hold on to the PFD or (carefully) onto the edge of the boat. Then you should signal and wait for help from the volunteer power boats.
- As you get closer to the finish line, steer off to either side to allow swimmers clear access to entering the finish line chute.
- You will have to wait a certain distance from the start area and then join up with your swimmer after the swimmers have thinned out a bit after the race start. You should discuss in advance a method of indentifying & finding each other - cap numbers are very difficult to read from a distance. For example, you could attach a bright-coloured balloon to the swimmer. You should also confirm with your swimmer which wave he/she is in and the color of their cap.

Lifeguards:

- Ensure a safe event for all swimmers and yourself.
- Ensure the craft has one PFD for each passenger on board.
- Make sure you bring warm clothing and sun protection (hat, sunscreen).
- Ensure you have your first aid belt with you.
- Look out for swimmers needing assistance and kayakers signaling for assistance.
- You will be provided with a copy of the evacuation plan; please make sure you have it with you on the boat.
- Ensure you have a working radio on the boat with you and that you are able to use it properly.
- If you encounter a swimmer requiring assistance or any other safety issues, notify the head lifeguard as soon as it is safe to do so. Tell him the number of the swimmer and describe the situation.
- Follow the instructions of the head lifeguard.
- At the end of the race, check back in with the head lifeguard.

Boat operators:

- Ensure a safe event for all swimmers and yourself.
- You have to have a PFD for yourself and one for each person on the boat with you. Bring an extra PFD in case it is needed.
- Make sure you have two paddles and a bailing device.
- Make sure you bring warm clothing and sun protection (hat, sunscreen).
- Stay out of the way of all swimmers at the start of the race.
- Try to form a channel to guide the swimmers along the course.
- Do not stay in front of swimmers but always off to the side.
- Do not put your craft in danger and be alert for swimmers and other support craft (boats, kayaks).
- Watch out for other motorized boats on the lake that could pose a danger to the swimmers.
- Look out for swimmers needing assistance and kayakers signaling for assistance. The lifeguards on your boat will provide assistance to swimmers in need.
- You are responsible for your craft and for following the instructions of the lifeguards.
- You will be provided with a copy of the evacuation plan; please make sure you have it with you on the boat.
- As you get closer to the finish line, steer off to either side to allow swimmers clear access to entering the finish line chute.
- After the event, return the lifeguards to the pickup point.