

Dunbar Amateur Swimming Club

Information for Registration Desk



Duty times:

Session 1 Registration Desk duty: 6.05pm - 7.00pm

Session 2 Registration Desk duty (also covers Session 3 registration): 7.00pm - 8.15pm

Session 1 Swimmers: 6.15pm - 7.10pm

Session 2 Swimmers: 7.10pm - 8.05pm

Session 3 Swimmers: 8.05pm - 9.00pm

Duties:

- 1) The DASC cupboard keys can be picked up from the pool reception desk.
- 2) You'll find the registration folder in the green crate in the DASC cupboard in the main pool area.
- 3) Sign your name on the sign-in sheet at the front of the registration folder to show you covered the registration desk for the relevant session.
- 4) Tick off the names of the swimmers as they arrive.
- 5) Once all swimmers are in the pool, count up how many are on the register and check with the DASC lifeguard that this equals the number in the pool. **THIS IS IMPORTANT IN CASE WE NEED TO EVACUATE THE POOL**
- 6) After registering the Session 3 swimmers the DASC folder should be put back in the cupboard and the cupboard locked. The key should be handed back to the pool reception desk.