



Dunbar Amateur Swimming Club

Information for Registration Desk

Session 1 Registration Desk duty: 6.05pm - 7.00pm

Session 2 Reg 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 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.