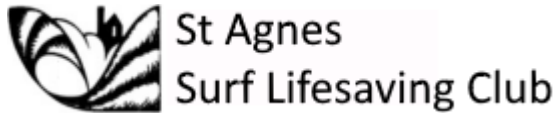


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Coached Youth Session: Normal Operating Procedure NOP.

- 1. Open & inspect clubhouse, kitchen, upstairs, changing.**
- 2. Check First Aid Kit, Phone & Safety Equipment.**
- 3. Boil kettle in preparation of weaver stings.**
- 4. Assess conditions, sea/weather/beach.**
- 5. Fill in SLSGB Risk Assessment Form.**
- 6. Identify following roles required to run the session:**
 - a. Level 2 coach.**
 - b. Lifesaver.**
 - c. Other adult helpers (check ratio).**
 - d. Register & Emergency call taker.**
- 7. All participants & helpers sign in with register taker.**
- 8. Brief all helpers & participants**
 - a. Safety & Conditions.**
 - b. Purpose of Session.**
 - c. Code of conduct.**
- 9. If Beach Lifeguard Unit active inform of nature of session.**
- 10. Carry out session.**
- 11. All participants and helpers to sign out, do not close session until register is completed.**
- 12. Bring in any equipment used, close down clubhouse.**

If a session is cancelled clear signage should be displayed outside the clubhouse.