



Lake Erie Swimming Need to Knows of Being a Safety Director

1. Report of Occurrence form is to be submitted following an injury or incident.
2. According to LESI policy and procedure, 4 lane marshals are required during warm ups.
3. Lane marshals are required for all USA swimming competitions.
4. The Safety Director must be a USA Swimming non-athlete member.
5. The Meet Safety Director **cannot** be counted as one of the required lane marshals.
6. Meet Safety Marshal cannot also be the meet director or meet official.
7. **A minimum of one lane marshal is required** during continuous warm ups at swimming venues **even if** lifeguards are on duty.
8. Marshals are required during relay-specific or pre-distance-event warm ups in venues without continuous warm up facilities.
9. The Meet Safety Director has responsibility for managing warm ups and the general safety of swimmer, spectators and officials.
10. If warm ups start 5 minutes later than scheduled and at the time they are scheduled to end a coach requests that he be allowed another five minutes, the Meet Safety Director will grant the coach an additional five minutes because of the late start time.
11. Specific warm up procedures with regard to the final 15 or 20 minutes are detailed in the LESI Handbook and should be adhered to during meet warm ups.
12. The meet referee may begin competition before the scheduled conclusion of warm-ups if athletes have completed their warm up and all scheduled swimmers for the heat are available.
13. A person is coaching swimmers in an on-deck location and is not displaying a coach's identification card. The Meet Safety Director should ask the person for her/his coach's I.D. card, and if s/he doesn't have one, ask her/him to leave the deck, informing her/him that s/he will need to coach from the spectator area.
14. This same person now protests vociferously, insisting that s/he is a coach and that s/he just doesn't have her/his card with her/him, and that s/he is the only person available to manage the athletes' warm ups. The Meet Safety Director has two options. Ask the person to sign a USA Coach-Member Verification Form informing this person of the consequences of it turns out that s/he is not coach registered. Or offer to assign the involved athletes to a coach known to be a coach member, and if agreed upon, transfer the responsibility to the willing coach, and see to it that the person leaves the deck.

15. The announcer reports to the Meet Safety Director during warm ups and must be at the microphone during warm up.
16. The Meet Safety Director is ultimately responsible for making certain that venue-area fire exits are kept clear.
17. Warm up plan, emergency-evacuation and general emergency information postings are the direct responsibility of the Meet Safety Director.
- 18. You may need extra marshals, as it is now necessary to monitor the locker rooms.**
- 19. All coaches must now check in for each meet or session they attend and must wear the wristband that the meet host distributes. When the coach checks in be sure to check his/her card as well as the expiration dates listed on the card.**

Need to Knows of Being a Meet Director

1. Meet Director's responsibilities include but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including timing equipment) and supplies necessary for meet operation; processing of entries; printing of programs; arranging publicity and media coverage; preparing and distributing meet results and filing LSC reports.
2. A meet director assigns tasks to key personnel, educates them as to the scope of their responsibilities, and empowers them by sharing information and providing necessary tools.
3. Before signing a contract for a facility, one should make certain there is no language that releases the facility from liability where facility personnel are negligent.
4. To request certain officials be assigned or to request that certain officials not be assigned to officiate at your meet, contact the LESI Officials Chair prior to the start of the season.
5. Applications for sanction and the meet information should be submitted to the LESI sanction coordinator no later than 12 weeks prior to the start of the meet, except for dual meets or closed competition meets which should be submitted no later than one week before the meet date. Please submit all meet information by e-mail. Please note there are now penalties if the meet information is not posted on time. See Lake Erie Swimming Sanction/Approval Guide for the penalty fee schedule.
6. Changes to sanctioned entry information for a change to time standards; venue, events, awards, entry limitations or date must be submitted to the Board of Directors or its designees for approval.
7. Changes to sanctioned entry information for minor changes including typos, meet personnel, etc should be submitted to the Sanction Coordinator by e-mail (with the changes in red).
8. Reports of occurrence should be completed when an athlete, coach, official, or spectator is injured or when property damage occurs.
9. Water depth for racing starts from the blocks must be no less than 4 feet.
10. Lane lines should be marked at 15 meters from each end wall at all times during a meet.
11. Backstroke flags are required for all backstroke, IM, and medley relay events.
12. One-meter diving boards, which overhang the racing course, must be hinged out of the way or removed.
13. If on-deck USA Swimming registration is permitted at the meet, the deck entry office should be provided with USA athlete registration and transfer forms.
14. In a timed finals meet, a swimmer may compete in no more than 5 individual events per day.
15. All sessions must be planned to conclude within 4 hours. The club will be penalized when the meet is not planned to allow events for swimmers 12 & under to conclude within 4 hours of the published start time.
16. The minimum required lengths of warm up and specific warm up procedures that should be included in the meet information packet are detailed in the LESI Policy & Procedures Handbook.
17. Events seeded on deck shall be closed for seeding no earlier than 30 minutes prior to the start of the session.
18. Positive check-in is required for all relay events and all individual events 400 Y/M or longer.
19. Teams or individuals failing to check-in will not be seeded into the events.

20. When accepting a deck entry or time trial entry from a swimmer new to the meet, deck entry personnel must verify the athlete's membership with USA swimming and complete a verification form and collect the surcharge.
21. At least 3 days prior to the meet, a pre-meet MM backup must be sent to the Registration Chair via email. This is used to verify swimmers USA membership.
22. USA registration, transfer forms, swimmer verification forms and related fees must be mailed to Pam Cook within 24 hours. An email detailing the transactions should also be sent to the Registration Chair within 24 hours.
23. A MM (Meet Manager) backup file from the meet must be sent to the Registration Chair immediately following the meet.
24. The financial statement, sanction work sheet, and sanction fee must be mailed to the LESI Treasurer within 45 days of the conclusion of the meet.
25. Meet Surcharge must be sent the LESI Treasurer within 14 days of the conclusion of the meet.
26. Reports of occurrence must be mailed or faxed as soon as possible after the conclusion of the meet to USA Swimming, to Risk Management Services, Inc., and to the LESI Safety Chair.
27. An electronic version of the meet information shall be emailed to the Sanction Coordinator for review and approval before being posting to the LESI web site or any other LSC's web site. This must be received at least 12 weeks before prior to the start of the meet. See number 5 above.
28. The meet director must be an USA Swimming non-athlete member.

**FOR POSTING INFORMATION ABOUT ESTIMATED START/WARM UP TIMES ON
THE LAKE ERIE WEB SITE:**

Meet Information Web Submission Form

Meet Name:
Date:
Location:
Warm-Up Times
Other**

Please send to pamswim@aol.com for posting to the web.

***The meet host may want to consult with the meet referee and admin before submitting to Pam for posting**

** Such as deck entries are limited, phone number in case of weather issues, spilt warm ups due to overcrowding, etc.

Need to Knows of Being a Meet Entry Chair

1. When setting up the meet, it is important to choose an appropriate heat interval. Factors to be taken into account include: experience level of the athletes, point in season that meet is taking place, age of the athletes.
2. A reasonable heat interval for a session including 10 & under swimmers held early in the season is 45 seconds.
3. A reasonable heat interval for a session involving experienced athletes aged 13 & over is 30 seconds.
4. Breaks should be put into the timeline following events where timers need to move to opposite end of the pool, a warm up is scheduled, and a known break must occur (such as 15-minute rule).
5. The Meet Director should be alerted when the pre-meet timeline for a session approaches 4 hours.
6. Once entries are complete and at least 3 days prior to the start of the meet, a meet backup must be e-mailed to LESI Registration Chair.
7. Every athlete entered in the meet must be a member of USA Swimming. Appropriate action(s) that may be taken when an athlete's USA number is missing from the database would be contacting the entering team, contacting the LSC Registration Chair of the entering team, or contacting the athlete or his/her family.
8. If you are notified by an LSC Registration Chair that an athlete should be removed from the meet because s/he is not a registered member of USA Swimming, you should delete the athlete from the data base, remove the athlete's name from any check-in sheets, athlete rosters, lane-timer sheets already printed, and notify the Referee of any deletions if the meet has already been seeded.
9. When entries are complete, an exceptions report should be run to check for athletes who do not meet the time standards, athletes who are entered in too many events.
10. 8 & under events should not be scored.
11. It is important that an athlete's full name be listed in the database, not just a nickname.
12. It is important to list the athlete's affiliation and LSC.
13. An athlete with a disability whose entry time for an event exceeds the listed qualifying time should be manually seeded after consultation with the athlete, the athlete's coach, the Meet Director, and the Meet Referee.
14. Each time trial session should be set up as a separate session. It is important in the event setup of a time trial event to note it is a time trial event, the entry fee, the event should not be scored, and it is a timed final event.
15. Meet programs are enhanced by inclusion of records (meet, LESI event, LESI swimmer), zone, sectional, national, or other relevant qualifying times.
16. If an entering team fails to provide hard copy along with its electronic entry file, any omissions or incorrect data (wrong events, wrong times) for that team in the pre-meet database do not need to be corrected by the meet host.
17. Events seeded on deck shall be closed for seeding no earlier than 30 minutes prior to the start of the session.
18. Deck seeding is required for all relay events and all individual events 400 Y/M or longer.
19. A post-meet check must be done by the Registration Chair to verify the membership of all meet participants. It is the meet host's responsibility to e-mail a MM (Meet Manager) backup to the Registration Coordinator immediately after the meet.

VERIFICATION PAGE

I, _____, have read all sections of this document. This document contains key areas important to the execution of a successful swim meet. Through my reading and understanding of all sections, Need to Knows of Being a Safety Director – Need to Knows of Being a Meet Director – Need to Knows of Being a Meet Entry Chair, I attest by signing below that I understand the importance of the above items and will execute my role and assist others to follow required procedures to stage a sanctioned swim meet in Lake Erie Swimming.

Signature: _____ Team: _____

Date: _____ E-mail: _____

Meet Position: _____

This page, once signed, should be mailed directly to the LSC Sanction Coordinator. The current LSC sanction coordinator is Frank Campbell, 1040 Colony Drive, Cleveland, OH 44143.

Until a signed and dated form is received by the sanction coordinator from the Meet Director, Safety Director and Entry Chair a meet cannot be sanctioned.

General Information:

Current Sanction Coordinator: Frank Campbell, 1040 Colony Drive, Cleveland, OH 44143

Email – facampbell@sbcglobal.net

Current Registration Chair: Pam Cook, 301 Rockledge Drive, Bay Village, Ohio 44140-2712

Email – pamswim@aol.com

Current Safety Chair: Marilyn Duman, PO Box 30700, Middleburg Heights, OH 44130-0700

Email – dumanswims@aol.com

Current Treasurer: Lori King, 200 Lake Pointe Circle, Canfield, OH 44406

Email – lkingims@aol.com