

MEET SAFETY GUIDELINES

2010



MEET SAFETY GUIDELINES

| Chuck Kunsman, LESI Safety Chair

Lake Erie Meet Safety Manual

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A. STATEMENT OF PURPOSE FOR MEET SAFETY: To provide the safest possible competitive environment for athletes participating in LESI-sanctioned meets.

B. MEET SAFETY DIRECTOR (See Appendices A, B and C)

1. A USA Swimming member age 18 years or older (Lake Erie Rules and Regulations 5.7.2.B; LE Handbook) shall be named as Meet Safety Director (MSD).
2. The MSD shall have no other meet responsibilities.
3. The MSD is responsible for all aspects of safety at the meet including managing all warm-up sessions of the meet. With the meet director, establish a warm-up plan prior to sanctioning. (Appendix N)
4. The MSD or designee shall be on deck prior to and during the entire warm-up session.
5. The MSD, with the concurrence of the Meet Referee, shall have the authority to remove from the deck for the remainder of the warm-up session any swimmer or coach who is in violation of safety guidelines or warm-up procedures (USA Swimming Rules and Regulations 102.18).

C. HOST TEAM RESPONSIBILITIES

1. Pre-Meet Announcements
 - a. The following statement shall appear in the meet information: "Lake Erie Swimming Safety Committee Guidelines and warm-up procedures will be in effect at this meet."
 - b. Warm-up times and specific warm-up lane usage shall be published in the meet information to be distributed to all participating clubs or non-club entered individuals.
 - c. A minimum break of fifteen (15) minutes shall be scheduled between the end of the first session and the start of the second session's warm-ups when two consecutive sessions are scheduled in a day.
2. Philosophy of Warm-Ups - Warm-ups should provide swimmers with a safe opportunity to physically and mentally prepare themselves' to compete. (Appendix H)
3. Warm-Up Procedures [also see section 5.7.2 A-G of Lake Erie Swimming, Inc. (LESI) Handbook]
 - a. All meets sanctioned by LESI shall be conducted in accordance with the rules and regulations of USA Swimming and LESI Meet Safety Guidelines.
 - b. Prior to the beginning of warm-ups, the warm-up schedule should be posted around the deck.
 - c. The following procedures shall apply in the competition area of the pool.
 - 1) In start-practice lanes, no one shall step onto the starting block while a backstroker is in a starting position in that lane.
 - 2) Swimmers shall be permitted to pass in circle-swim and pace lanes.
 - 3) Swimmers shall be permitted to stop and rest at pool ends.

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- 4) The use of stretch cords, paddles, or swim fins is not permitted
 - 5) Anyone not entered in the meet or in associated time trials may not enter the pool for warm-ups.
- d. General Warm-Up (see appendix N)
- 1) NO DIVING allowed from the blocks or edge of pool. Swimmers SHALL ENTER the pool feet first in a cautious manner at either end of the pool unless otherwise directed by the meet host in the published meet warm-up plan.
 - 2) NO start-practice is allowed during general warm-up session.
 - 3) Only circle swimming is permitted.
 - 4) A lightweight object such as a kickboard or traffic cone must be in placed on top of starting blocks of general warm-up lanes to signify use of the blocks for start-practice is prohibited.
- e. Specific Warm-Up
- 1) Race Starts: A start-practice lane(s) for racing starts from blocks or for backstroke starts in a specified lane(s) shall be available at the designated times. Additional start-practice lanes may be designated by the MSD when needed.
 - 2) General Warm-Up Lanes: NO DIVING. Circle swimming only.
 - 3) Pace Lanes: Meet host may designate one or both outside lanes as pace lanes in published warm-up plan or MSD may designate them upon request of a coach or a swimmer.
 - 4) Relay-Exchange Starts: Meet host may designate one or more lanes for relay-exchange practice or MSD may designate this upon request of a coach or a swimmer. If desired, a meet host may insert a separate time in the meet schedule exclusively for relay swimmers warm-up and exchange practice. Generally this would be a 5-10 minute "relay break" immediately prior to the relays. ***Warm-up marshals shall be in place during such warm-ups.***
- f. Alternative Warm-Up Plan
- 1) If the number of swimmers in any warm-up session creates a safety hazard, the MSD, Meet Director and Referee shall split the warm-up by age, gender, or any other manner.
 - 2) Each half of these "split" warm-ups shall last no less than 20 minutes for "general" and 10 minutes for "specific" for each session.
- g. Continuous Warm-up - During Competition
- 1) During competition, where a course is set up to allow continuous warm-up and warm-down, a minimum of one warm-up marshal shall be on duty and directly oversee the continuous warm-up session
 - 2) A lifeguard may supervise a continuous warm-up area.

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- 3) The rules applicable to general warm-ups shall apply.
 - 4) With the MSD's permission and under direct supervision by a coach (one for each involved club), start practice, relay-exchange practice and pace swimming may be conducted during continuous warm-ups.
 - 5) Kickboards, pull buoys and other training devices may be used in continuous warm-up areas.
- h. Length of Warm-up
- 1) Where continuous warm-up is not available, a warm-up period of at least 10 minutes shall be provided prior to the swimming of individual events of 400 yards/meters or longer, excepting those meets where only individual events of 400 yards/meters are offered. Warm-up marshals shall be in place during such warm-ups.
 - 2) Warm-ups for timed finals sessions or preliminary sessions shall be a minimum of 45 minutes in length unless warm-ups are split by age, gender, or any other means, in which case warm-ups shall be a minimum of 30 minutes per group.
 - 3) Warm-ups for any finals session shall be a minimum of 30 minutes.
 - 4) The LESI Board of Directors or its designees may waive requirements for the length of warm-ups.
- i. The MSD shall assign a coach to supervise swimmers who do not have a coach present during warm-ups or when the MSD is aware that a swimmer is present without a supervising coach.
- j. An ANNOUNCER shall be on duty at all times during warm-ups to assist with their conduct. The announcer shall (1) announce general and specific warm-up procedures and make periodic reminders of these items; and (2) make periodic announcements about who is authorized to be on deck as well as announcements about emergency and evacuation procedures. (See Appendix E)
- k. Hazards in locker rooms, on deck, or in areas used by coaches, swimmers, spectators or officials shall be removed or clearly identified.
- l. The meet warm-up plan may be adjusted by the MSD with the consent of the Meet Referee and Meet Director in order to accommodate the number of swimmers or for other reasons, as long as safety considerations are not compromised. Any such changes shall be announced or posted as appropriate in the pool area.
4. Marshals
- a. The MSD and a minimum of four lane marshals shall be on deck before warm-ups may begin and shall remain on deck during the entire warm-up session. Lane marshals report to and receive instructions from the MSD.
 - b. Marshals shall make themselves aware of the Lake Erie Swimming Safety

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Guidelines and Warm-Up Procedures and be prepared to enforce them.

- c. **All warm-up marshals must be at least 18 years of age. (LESI preference)**

D. COACH RESPONSIBILITIES

1. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct of meets.
2. Coaches shall be in the warm-up pool area and directly supervise their swimmers at all times.
3. Coaches shall maintain as much contact with their swimmers as possible, both verbal and visual, throughout the warm-up period.
4. Coaches should stand near the starting end of the pool when starting swimmers in start-practice lanes.
5. Prior to the meet, coaches must verify their membership status with the meet host and receive a wrist band that is to be worn throughout the meet. If a coach does not have proof of their coaching membership, they must complete a membership verification form (Appendix G). Be sure to warn them about the penalty for claiming to be a coach member before they sign this form.
6. Any coach who does not comply with the coach's responsibilities after a warning from the Meet Referee or his/her designee may be penalized by the Meet Referee, who is authorized to unattach the swimmers on that coach's team for the entire meet.

E. SWIMMER RESPONSIBILITIES

1. No diving shall be allowed from the blocks or edge of the pool except during specific warm-up in start-practice or relay-take-off lanes. Swimmers must step, not jump, into the pool feet first in a cautious manner during general warm-ups in circle swimming lanes, or when entering the pool for backstroke starts in start-practice lanes.
2. Swimmers shall exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time.
3. Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the block in a lane if there is a backstroker in the water waiting to start in the same lane.
4. Swimmers in start-practice lanes shall swim a maximum of one length of the pool, no turn allowed, and exit the pool.
5. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start during competition.

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F. FACILITY SECURITY

1. Security, including deck access, for the meet venue is the responsibility of the MSD in conjunction with those persons assigned to this function by the host facility.
2. SAFETY MARSHAL DUTIES (See Appendix D)
3. DECK ACCESS (See Appendices E, F, and G)

G. EMERGENCY INFORMATION - Emergency and emergency evacuation information shall be made available in the meet psych or heat sheets and to coaches, meet workers, officials, and the announcer(s).

H. DIRECTING WARM-UPS

1. The MSD is responsible for managing warm-ups with support from the Meet Referee or his/her designee (See Appendix I).
2. Invigilator Duties. (Appendix J)
3. Warm-Up Marshal Duties (See sections C.2, C.4. and Appendix K)
3. Lifeguard Duties (See sections C.3.g. and Appendix L)
4. COACH RESPONSIBILITY (See section D above)

I. ACCIDENT MANAGEMENT

1. In the event of any accident involving injury or property damage, the MSD is responsible for managing the situation and shall complete a USA Swimming Report of Occurrence form (See Appendix M).
2. FIRST-AID REQUIREMENTS: Host clubs, through the MSD, are responsible for providing or ensuring the availability of minor first-aid. Arranging for trained volunteers or making arrangements with the host facility.

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APPENDIX A

Meet Safety Director Position Overview & Requirements Lake Erie Swimming, Inc. (LESI)

Thank you for volunteering for this important position. This package of information is provided to assist you in your capacity as Meet Safety Director (MSD). Please read through it carefully and adhere to the guidelines.

You must be a current member of USA Swimming. If you are unsure of your registration status, check with your club registrar or with the Lake Erie Registration Chair.

You, your co-director or your replacement are required to be at the meet site for the duration of the meet. It is your responsibility to brief your replacement or co-director.

The meet director shall provide written notice to the LESI sanctioning chair of any changes or additions to meet safety director position.

If an emergency situation precludes your serving as safety director the Meet Director should be prepared to step in.

1. Managing the meet warm-up sessions is one of your primary duties. For insight into this responsibility, please refer to the LESI Safety Manual and section 5.7.2 A-G of the current LESI Handbook. Two of the included appendices in this manual cover the following two subjects, “Directing Warm-ups...” (Appendix H) and “Warm-up Philosophy v. Rules,” (Appendix I) is directed to you and supplements what is in the LESI Handbook.

It is necessary to recruit lane marshals to assist in monitoring the warm-up sessions. Also, there is a two-up version of an instruction form (Appendix J), available from the LESI Safety Chair or the LESI web site (<http://www.lakeerieswimming.com>). It is designed to be copied, cut and given to the marshals.

If continuous warm-ups will be available, they also must be monitored. The facility’s lifeguards may be used to supervise this activity.

When additional warm-up sessions are provided for relay or distance events, lane marshals are required.

Each club shall have identifying vests which lane marshals are **required to wear** so they are easily recognized. These also should be worn by you and the meet safety marshals, those persons you should recruit and assign to patrol the meet site for safety, deck access control and security purposes.

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2. Deck access is your responsibility and requires considerable attention.

When on deck, coaches are required to display their wrist wand as proof of current coach-member registration. Refer to the coaches' registration document (Appendix F) for details on this matter.

Those persons acting in a coaching capacity who are not current coach-members should not be allowed on deck and should be removed if you find them there. Coaching from other than the deck area is permitted, i.e. the spectator or other public access areas.

Be sure to have the USA Swimming Coach-Member Verification form (Appendix G) for legitimately registered coaches who may have not received their credentials.

3. The final major responsibility to perform is injury and property damage reporting. The current USA Swimming Report of Occurrence (Appendix K and also on the LESI web site) is required for any injury or property damage that occurs during your event. It is your or the Meet Director's responsibility to complete this form. No one else should complete the form. Please ensure that the form is transmitted to the locations indicated on the bottom of the form. Keep the original with your meet records. Copies may be given as appropriate.

If you have any questions please contact the current LESI Safety Chair whose name can be found in the front of the LESI Handbook or on the LESI web site.

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APPENDIX B - Meet Safety Director Check list

Pre-Meet:

1. Read section 5.7.2 A-G of the LESI Handbook and the meet entry announcement/warm-up plan; know what is planned.
2. Develop emergency and emergency evacuation plans in conjunction with the facility coordinator.
3. Contact the referee and decide on how the officials are to be involved in the emergency evacuation plan; s/he will instruct the officials accordingly.
4. Prepare emergency assistance and emergency evacuation statement to be included in the meet psych/heat sheets.
5. Prepare the same type of statements for coaches and swimmers and one for meet workers; coach/swimmer statement to be included in the coaches' packets and posted around the deck next to a schematic of the evacuation plan; distribute to meet workers and officials as they arrive at meet.
6. Set up a security plan involving safety marshals patrolling the facility during the entire meet. Safety marshals can wear safety vests while on duty.
7. Develop a workable facility checklist-using appendix C as a guide. See USA Safety Risk manual
8. Using the above guide, meet with the facility coordinator and review all items on the checklist.
9. Arrange for lane marshals. Know who is to be there for each session. Marshals should report on deck at least 15 minutes before warm-ups begin. Marshals must be at least 18 years old
10. Arrange for on-site care of minor injuries, if not provided by the facility host.
11. Arrange for ice and plastic bags for use in injury care.
12. Arrange for other items listed as needed under the "At the Meet" section.
13. Assure that there are devices available to restrict the use of starting blocks during warm-ups.
14. Arrange with the Meet Director and Referee to provide time at coaches meeting to discuss meet safety.

At the Meet:

1. Be early and do a final safety check of the facility. Note problems and correct or restrict access as needed.
2. Post warm-up schedule and the evacuation /emergency instructions.
3. Post "No Smoking" signs in the venue as needed.
4. Meet with and brief marshals on the warm-up philosophy and schedule, including the announcer. (The announcer is under your jurisdiction during warm-ups and s/he needs to understand this. Also, the announcer needs to stay at their position throughout the warm-up session.) Pass out safety vests to all marshals. You and safety marshals need to wear vests throughout the entire meet.
5. Use appropriate devices to barricade starting blocks for warm-ups. Remove as warm-up plans dictate or as needed for performing racing-start practice.
6. Brief any facility lifeguards and/or their supervisor on the warm-up procedures.

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7. Have felt tip marks, paper suitable for signs and tape available to post signs as needed.
8. Have rope or barricade tape for cordoning off areas where swimmers or spectators should not be. (Sources; any hardware store or safety equipment supplier)
9. Have the following forms available; Report of Occurrence and USA Swimming Coach membership verification form.
10. Direct the warm-up session(s); utilize the meet referee or their designee (invigilator) as a resource as necessary.

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APPENDIX C Host Club Safety Checklist

The following checklist may be adapted to meet the needs of your club.

1. Pre-meet meeting (several days before the meet)
 - a. Review a facility evaluation, keying on areas of exposure and potential problems.
 - b. In writing, outline those areas and specifically address the preventative measures that will be taken.
 - c. Note any signs, which need to be posted. Special attention to NO SMOKING.
 - d. Discuss where security/safety marshals will be needed and what they must be aware of.
 - e. Warm-up procedures should be reviewed.
 - f. Establish a communications center—Emergency calls in and out of the facility.
2. Conduct a walk through (1-2 hours before warm-ups, the day of the meet)
 - a. Meet director, safety director, a coach and a swimmer should be involved.
 - b. **Rest Areas.** On deck or nearby. Assume the worst, unattended siblings will be getting into everything. Make sure gym equipment, etc. is out of the way and well marked “Stay Off”. Signs making the parents aware of their responsibilities are a plus (no ball playing, etc.).
 - c. **Locker rooms.** The swimmers use the showers during the meet as a play area. Measures must be taken to prevent this. Closely evaluate the conditions of the lockers for sharp edges, etc. Provide signs cautioning wet/slippery areas and no running.
 - d. **Seeding Area.** Open-ended bleachers are used as seating at many facilities. Make sure a rope or rail is provided. The route to the deck should be closely evaluated. Wet areas, stairs, and lighting are of primary concern.
 - e. **Pool area.** Diving boards are to be up and secured, if possible. Otherwise they are to be roped off. The starting blocks are to be checked for stability, slippery platforms, etc. Lane rope end covers should be in place. Lane obstructions (ladders) must be removed or guarded. Deck obstructions (weight equipment, etc.) should be minimized. Touch pads are to be secure and their leads to the consol must be covered. Bulkheads should be checked for sharp edges and edge gaps. Covers are to be provided.
 - f. **Other.** Restrict access to unnecessary sections of the facility. Make sure all fire doors are functional. Do not allow children to play outdoors unattended. Evaluate handicapped access, proper signage is important.
 - g. **Safety equipment.** Make sure that the first aid kit is fully stocked. Bee-sting precautions should be considered during the summer season. The backboard should be complete (are all the necessary straps and restraints functional). Signs indicating where first aid can be obtained should be provided. The Report of Occurrence forms must be available.

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APPENDIX D Safety Marshal Duties

- Be guided by courtesy and common sense.
- Patrol deck, locker rooms, spectator, lobby, walkways, parking lot and restroom areas.
- Report any accidents or injuries to the Meet Safety Director (MSD); complete the Report of Occurrence form if asked to by the MSD.
- Smoking is not permitted in any indoor area or in any exterior area where swimmers would be present.
- Be alert for any unsafe conditions or actions.
 - Glass on the pool deck, locker rooms, restrooms used by swimmers.
 - Use of thumbtacks or staples on bulletin boards in any area where swimmers would be walking without shoes.
 - Sharp edges anywhere.
 - Protruding objects.
 - Blocked exits.
 - Blocked stairwells or stairways.
 - Fire hazards.
 - Icy walkways
 - Etc.
- Be alert for unauthorized persons anywhere within the meet venue, especially on deck or in locker room areas.
- People authorized to be on deck include; Swimmers entered in the meet, currently registered coaches, officials, meet workers, facility staff and safety personnel.
 - Coaches are required to display their USA Swimming registration card.
 - Check with the MSD about the appropriate color.
 - If not familiar with a coach and his/her registration status, and they do not have their registration card, require them to complete a USA Swimming Coach Membership Verification form. MSD will have forms.
 - **Don't be talked out of this!!!**
- Refer any problems to the MSD.

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APPENDIX E Announcement

(Use frequently and early in each session and then periodically throughout the meet.)

“Only swimmers participating in this session, currently registered coaches, officials, and meet workers are permitted on deck. Anyone else is asked to remain in the spectator areas.

Thank you for your cooperation.”

“Attention, Swimmers attending this meet without a coach must contact the Meet Director (name) or the Meet Referee (name) at (specify location) to arrange for coaching supervision while at this meet.

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APPENDIX F Coach Membership Verification

When on deck, coaches are required to display their wrist band as verification of current coach-membership. Registration cards have the year of registration and “coach” “background printed” on the face of the card. From September 1 through December 31 either the current year’s card or the succeeding year’s card is acceptable for this purpose. From January 1 to August 31, only the current year card is acceptable. Anyone may coach from areas other than the deck.

If you have coaches without their current registration cards who insist they are members in good standing and are entitled to be coaching from the deck, have them sign the Coach Membership Verification form (Appendix G). As soon as possible, during the meet or after the meet, send an e-mail to the LESI Safety Chair listing the names and clubs of the coaches in question and no later than the day following the meet give or send the original, completed forms to the LESI Officials Chair.

Your club’s liability insurance coverage is at stake here. If there is any question have the coach fill out a USA Swimming Coach Member verification form.

If indeed a coach is not as current member, the LESI Safety Chair will take appropriate action. Make copies of any form you do send the Safety Chair so you’ll have a record.

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APPENDIX G COACH-MEMBER VERIFICATION FORM

I certify that I am currently registered as a coach with USA Swimming and am eligible to participate as a coach at this meet.

Printed Name: _____ Date: _____

Signature: _____

Club Affiliation: _____ Club's LSC: _____

This information will be checked with the appropriate LSC registration chairman.

Anyone who is not registered as a Non-Athlete Coach at the time she/he signs this form will be subject to a fine per LESI Policies and Procedures Handbook Rule 2.5.2.

.2 A club or individual submitting a signed form (meet or other) which falsely claims a coach is registered shall be fined. The club or unattached coach shall be fined as follows:

- A. A fine of \$100.00 per coach per meet for the first offense of the calendar year.
- B. A fine of \$150.00 fine per coach per meet for the second offense of the calendar year.
- C. For the third or subsequent offense of the calendar year, the Board of Review shall hold a hearing to determine the penalty.

Host Club

Representative: _____ Phone: ____/____-_____

(Please Print)

Send form **ASAP** to: Chuck Kunsman, LESI Safety Chair; Fax: 330-972-6715; Scan & E-mail: chuck163@yahoo.com; mail: 26800 Farringdon Ave., Euclid 44132

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APPENDIX H Warm-up Philosophy v. Rules

Warm-up sessions are intended to provide swimmers a safe opportunity to physically and mentally prepare themselves to compete. To best facilitate this, supervised, structured meet warm-up plans were developed by Lake Erie Swimming in the late 1980's.

For your reference, meet warm-up guidelines can be found in the LESI Safety Manual and in Section 5.7.2 A – G of the LESI Handbook. Reviewing them should be a priority task upon accepting the Meet Safety Director position.

Like many sets of rules, in many people's minds these become an institution in and of themselves, independent of their intent. As a USA Swimming volunteer it is essential to keep the intent of the warm-ups in mind and ALWAYS give the benefit to the swimmer when there is room to do so.

Clearly there will be times when the published rules need to be adhered to, such as when the pool is teaming with swimmers and when allowing some of the examples below to take place would create an unsafe environment.

- It has been customary that swimmers in sprint-start lanes exit at the turn end of the pool. This is practical in a short course environment or in a long course situation when the pool is teaming with swimmers. However, if a swimmer can safely cross through lanes and exit part way down a long course pool, let it go.
- Many lane marshals have the impression that swimmers may not stop to rest at the pool's end. That is inconsistent with the necessary coaching that must take place in a warm-up environment, to say nothing of the need to rest periodically. So stopping to rest must be accommodated as long as those doing so don't interfere with others who are still trying to complete a warm-up set. If those resting get in the way of those still swimming, asking them to either exit temporary or go to the shallow end and stand to the side is appropriate. If there are not too many doing it so as to get in the way, hanging on to the wall at the start end is workable too.
- Many lane marshals are under the impression that passing is not permitted in the circle swimming or pace lanes. It is!
- Philosophy notwithstanding, short of an emergency situation, hanging on the lane lines can't be permitted because of the potential damage that can occur. We use facilities owned by others and have to take care of them.
- The foregoing is presented to arm you with information about situations that have caused problems in the warm-up environment when lane marshals have not been adequately briefed. Pass it on!

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APPENDIX I Directing Warm-ups

- Know the warm-up plan
- Thoroughly brief your lane marshals before warm-ups begin.
- Issue the marshal identification vests
- Understand that you have the latitude to make adjustments if the dynamics of the warm-ups session dictates.
- Make sure the announcer is knowledgeable about the warm-up procedures and that s/he remains at their post throughout the warm-ups. The announcer is an integral part of the process.
- In most meets an official (invigilator) is assigned to oversee warm-ups as an adjunct to you (MSD) and your staff. This official may be the referee or their designee and as such has final authority over the warm-up session. Never the less, you are in charge and unless you do something diametrically opposed to the intent of the warm-ups or the guidelines, the invigilator will probably not interfere. Use the invigilator as a resource. (At early morning meets, an official may volunteer to serve this role during warm-ups if the referee has not yet arrived. If no one volunteers, ask an official!)
- If a swimmer or coach persists in not following guidelines or in not responding to requests by a lane marshal, consult with the invigilator before taking action against the individual. If the invigilator is not immediately available, take an appropriate course of action, and ratify it with the official.
- Items to watch for and react to: Balance coverage of the deck by marshals; problems that result from younger swimmers warming up in the same lanes as older, bigger, faster, stronger swimmers. This latter situation is likely to occur during timed finals meet warm-up sessions when “open” events are scheduled, as well as prior to finals in a prelims-finals meet.

APPENDIX J Warm-up Invigilator

- Know the warm-up plan.

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- Know who the Meet Safety Director (MSD) is.
- As the invigilator, whether you are the referee or the referee's designee, you have final authority over the warm-up session.
- During warm-ups the athletes are to be under the supervision of a USA Swimming coach member. Ensure that announcements are made asking swimmers without coaches in attendance to see the Meet Director, you or the referee to get attached to another coach.
- Ensure the lane marshals have been briefed before warm-ups begin.
- Be sure there is a minimum of four (4) marshals plus the MSD and announcer on deck and in position before warm-ups begin (about 15 min.).
- Understand that your job, as Invigilator, is to assist the MSD, not take over. Along with the MSD you have the latitude to make adjustments, if the dynamics of the warm-ups session dictates. Unless the MSD does something diametrically opposed to the intent of the warm-ups or the guidelines, the invigilator should not interfere. The invigilator is a resource to the MSD.
- Make sure the announcer is knowledgeable about the warm-up procedures and that s/he remains at his/her post throughout the warm-ups. The announcer is an integral part of the process.
- If a swimmer or coach persists in not following guidelines or in not responding to requests by a warm-up marshal or the MSD, the Invigilator (as the representative of the referee) and the MSD may take action against the individual.
- Items to watch for and react to: Balance coverage of the deck by marshals; un-coach-supervised swimmers and problems that result from younger swimmers warming up in the same lanes as older, bigger, faster, stronger swimmers. This latter situation is likely to occur during timed finals meet warm-up sessions when "open" events are scheduled, as well as prior to finals in a prelims-finals meet.

APPENDIX K Lane Marshals Duties

- Know what to do & whom to contact in the event of an emergency.
- Watch for swimmers who may be in distress.

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- Be mindful of the purpose of warm-ups and be helpful to swimmers and coaches in achieving their warm-up objectives.
- Familiarize yourself with the meet warm-up schedule.
- Politely enforce the warm-up rules of the meet tempered with a good dose of common sense.
- The common rules:
 - Feet first, step-in entry into pool during general warm-up period.
 - No diving during general warm-up period.
 - Only circle swimming is permitted during general warm-up.
 - Swimmers are permitted to pass in circle swimming and pace lanes.
 - Swimmers are permitted to stop & rest at pool ends.
 - Kick fins, hand paddles and stretch cords are not allowed.
 - In start-practice lanes, no one is allowed on the starting block while a backstroker is in starting position.
- Please refrain from:
 - “Coaching” the swimmers.
 - Engaging the swimmers in unnecessary conversation.
- Contact the Meet Safety Director if you have any difficulty with a swimmer or coach.
- Smile and be pleasant, it’s catching!

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APPENDIX L Lifeguard's Continuous Warm-up Duties

Continuous Warm-up Purpose: Warm-ups are intended to provide swimmers a safe opportunity to physically and mentally prepare themselves to compete or warm down after competing.

In addition to your normal procedures, contact the Meet Safety Director (MSD) in the event of an emergency.

- Watch for swimmers who may be in distress.
- Be mindful of the purpose of warm-ups and be helpful to swimmers and coaches in achieving their warm-up objectives.
- Familiarize yourself with the meet warm-up schedule.
- Politely enforce the warm-up rules of the meet tempered with a good dose of common sense.
- The common rules:
 - Feet first, step-in entry into pool during general warm-up period.
 - No diving during general warm-up period.
 - Only circle swimming is permitted during general warm-up.
 - Swimmers are permitted to pass in circle swimming and pace lanes.
 - Swimmers are permitted to stop & rest at pool ends.
 - Kick fins, hand paddles and stretch cords are not allowed.
 - In start-practice lanes, no one on starting block while backstroker is in starting position.
- Please refrain from:
 - “Coaching” the swimmers.
 - Engaging the swimmers in unnecessary conversation.
- Contact the Meet Safety Director if you have any difficulty with a swimmer or coach.
- Smile and be pleasant, it's catchy!

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APPENDIX M Report of Occurrence

(Circle one) Personal Injury/Property Damage/Other

(Please Print Clearly)

Date of Incident: _____ Time of Incident: _____ AM/PM LSC: _____ Name of Club: _____

Injured: Athlete Coach Official Member/other: _____ Guest/Spectator Other:

Name (Legal): USA Swimming ID#: _____

Address: City/State/Zip: _____

Date of Birth: _____ Age: _____ Gender: M F Phone: (____) _____

Where did the incident occur?: In Water Deck On Blocks Locker Room Bleachers Hallway Stairs

Gym Outside Venue (List) _____ Other _____

Activity: Meet/Competition Meet/Warm-up Meet/Warm down

Practice/Water Practice/Dry-land Other: _____

Facility Name: _____ City/State: _____

Facility Type: Indoor Outdoor

Describe the incident: _____

Affected Body Part (Specify R or L): Head/Neck Leg/Foot Ears/Nose/Mouth/Teeth Hand/Arm Knees

Shoulder Torso Internal Other: _____

Describe the Injury: _____

On Site Care Given by: Coach Parent EMT/Paramedic Facility Staff: _____

name of person giving care

Care Given on Site: Ice Immobilized Bandage Cleaned Other: _____

Care Refused by Injured: Yes No

If yes, Signature of Injured or of Guardian/Parents if under 18 yrs of age:

Parent/Guardian notified: No Yes Comment? _____

Taken to Clinic/Hospital: No Yes

If yes, location: _____

Please include names and phone numbers of two (2) witnesses: (If others, list on reverse)

_____ (____)	_____	_____
Name	Address	Phone
_____ (____)	_____	_____
Name	Address	Phone
Activity Supervisor: _____	(____) _____	(____) _____
<i>Please print</i>	<i>Daytime Phone</i>	<i>Evening Phone</i>
Report Submit _____	(____) _____	(____) _____
<i>Please print</i>	<i>Daytime Phone</i>	<i>Evening Phone</i>
Date Report was submitted: _____		

Club Personnel/Club Safety Coordinator is responsible for returning completed form immediately following incident to:

USA Swimming
Risk Management
1 Olympic Plaza
Colorado Springs, CO 80909
FAX: (719) 866-4050

Risk Management Services, Inc.
Department P. O. Box 32712
Phoenix, AZ 85064-2712
FAX: (602) 274-9138

LESI Safety Chair
Chuck Kunsman
26800 Farrington Ave
Euclid, Oh 44132
FAX: 330-972-3621 E: chuck163@yahoo.com

Please attach any additional reports (facility reports, newspaper articles, witness statements).

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APPENDIX N Warm-up Guidelines

1. *General Warm-up*

I. **Small pools** (4-6 lanes)

- A. No racing starts or diving off the starting blocks or off the edge of the pool at this time.
- B. Outside lanes – kicking only.
- C. Inside lanes- swimming and pulling only, no hand paddles.
- D. No sprinting or pace work.

II. **Large pools (8 or more lanes)**

- A. Pace work may be conducted in the outside lanes.

2. *Specific Warm-up Period*

I. **Suggestion for 8 lane pool**

- A. Lane 1 - Pace lane. Push off one or two lengths and back, beginning at start end of pool. Circle swim only. No starts or diving.
- B. Lane 2 - Racing starts only. Swim one length only. All swimmers begin at start end.
- C. Lane 3 - General warm-up as above No racing starts or diving.
- D. Lane 4 - General warm-up as above No racing starts or diving.
- E. Lane 5 - General warm-up as above No racing starts or diving.
- F. Lane 6 - General warm-up as above No racing starts or diving.
- G. Lane 7 - Racing starts only. Swim one length only. All swimmers begin at start end.
- H. Lane 8 - Pace lane. Push off one or two lengths and back, beginning at start end of pool. Circle swim only. No starts or diving.

II. **Suggestions for a six lane pool**

- A. Lane 1 - Pace lane. Push off one or two lengths and back, beginning at start end of pool. Circle swim only. No starts or diving.
- B. Lane 2 - Racing starts only. Swim one length only. All swimmers begin at start end.
- C. Lane 3 - General warm-up as above No racing starts or diving.
- D. Lane 4 - General warm-up as above No racing starts or diving.
- E. Lane 5 - Racing starts only. Swim one length only. All swimmers begin at start end.
- F. Lane 6 - Pace lane. Push off one or two lengths and back, beginning at start end of pool. Circle swim only. No starts or diving.

No diving or racing starts are allowed in the outside lanes so that those who are supervising the warm-up do not have to move away from the pool to avoid getting wet.

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- 1) Important points for specific warm-up period.
 - a) No racing starts or diving in lanes other than those designed for diving.
 - b) The starting blocks should be marked to remind swimmers they should not dive.
 - c) Coaches should stand at the starting end of pool when verbally starting swimmers on sprint or pace work.
 - d) Swimmers should be reminded by coaches that breaststrokes need more lead-time than freestyler's and butterflyer's.
 - e) Backstroke's should be reminded of the danger of leaving simultaneously with someone on the block. No one should be allowed on the starting block until the backstroke has executed his/her start.

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APPENDIX O PHOTOGRAPHERS

Clubs need to be proactive in ensuring the safety and privacy of the athletes. There have been incidents where the credibility of persons taking pictures was in question and instances of undesirables taking an inordinate interest in the swimmers. Make certain that you know who the photographer is and are aware of what s/he plans to do with the photographs. Unauthorized publication of photographs on an internet site is a concern.

It is strongly recommended that any photographer at a sanctioned meet or other event be approved and credentialed prior to the day of the meet or event. Representatives of the press should be asked for credentials. Such credentials should be verified by calling the paper/magazine. Outside professional photographers should be carefully screened. Club representatives (parents) with whom you are familiar can be credentialed by the host club. Meet hosts have the right to refuse anyone access to their deck (other than meet participants), even if that person has credentials.

It is important to restrict access for those taking pictures to the appropriate parts of the venue. Anyone taking a camera into a locker room or area not staffed by adults should be stopped in his/her tracks.

If you become aware of anyone trying to access private athlete areas, locker rooms, etc. for the purpose of approaching the athletes, photographing them, or otherwise endangering them, call the police immediately.

APPENDIX P Cell Phones and other devices capable of taking pictures or video

The presence and/or use of cell phones and any other equipment capable of producing photographic or video images in the locker rooms is strictly and specifically prohibited at all times. There are no exceptions to this prohibition. Violators are subject to disqualification from the meet and disbarment from the facility.

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APPENDIX Q Racing Start Certification

To avoid risk of serious injury, no swimmer who has not been properly trained should attempt to perform a racing start, from either a starting block or the side of the pool, into less than six feet of water.

USA Swimming has implemented a racing start certification program where a swimmer's coach documents his or her professional judgment that a swimmer has demonstrated sufficient skill to safely perform a racing start into four feet of water.

Although somewhat unusual, swimmers do not always participate in swimming competitions under the supervision of a certified coach. It is the parent's responsibility to make sure the swimmer does not attempt to perform a racing start in less than six feet of water if the swimmer has not been properly certified by the swimmer's coach to do so.

The Meet Entry Person should advise the Meet Referee and/or the Meet Safety Director of any swimmers planning to attend without a coach.

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APPENDIX R Athlete Protection Responsibilities

The following are from the Athlete Protection Policies and Guideline (which are available on-line at www.usa-swimming.org). These must be adhered to during meets.

Any rubdown or massage performed on an athlete by any adult non-athlete member or Participating Non-Member, excluding the spouse, parent, guardian, sibling or personal assistant of such athlete, is prohibited, unless such adult is a licensed massage therapist or other certified professional. Any rubdowns or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform rubdowns and/or massage of an athlete under any circumstances.

Any massage/rub down areas must be in public open areas of the venue where anyone can view them. "An open and observable environment should be maintained for all interactions between adults and athletes".

Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.

Use of audio or visual recording, including the use of a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

The House of Delegates added Article 306 to the USA Swimming rulebook, which reads in part, "*It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member ... to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party....*" Failure to report, retaliation against any individual who reports in good faith, and reporting in bad faith were added as Code of Conduct violations.

By Board action earlier this year, it is USA Swimming's policy to report any such incident involving a minor, to law enforcement.