

Coach Members

Anyone on deck during swim team practice must be a USA Swimming member coach or a USA Swimming registered athlete members or a volunteer assisting a coach at the coaches request.

The coaches must maintain direct line of sight with all their athletes and should not be distracted by spectators on the deck, including the children of the coaches. This includes all dry-land training- if the athletes are out running – the Registered Coach member must have **line of sight** at all times of the athletes as in running or biking along side the athletes. Non-Coach USA Swimming members can not be serving as coaches at practice or swim meets. Officials are being asked to remove from the deck non-coach members that are seen coaching.

Clubs- be sure your coaches are all official current registered members of USA Swimming. Athlete members of USA Swimming can not coach-they can be a volunteer for the coach, but should be used for in the water teaching etc. Coach membership requires completion of Safety Training, CPR, and First Aid Courses as well as completion of a successful background check and if applicable coaches education requirements. Failure by a coach member to keep the required certifications current results in NO LIABILITY COVERAGE for the coach or potentially for the club.

Insurance update:

USA Swimming recommends that clubs purchase Property Insurance (covers loss of equipment etc for damaged timing equipment, computer equipment, fire etc.), Business Liability Insurance which should cover directors, officers, and coaches, and Automobile Insurance when the club is renting or using owned vehicles for the purpose of club activities- it should cover liability and physical damage for the owned vehicle, liability protection for non-owned autos for employees and volunteers- running errands on behalf of the club or transporting athletes to a meet and rented auto liability protection for the club for use by the club or its representative. The USA Swimming insurance does NOT cover these items. You will find more helpful information on USA Swimming's Swim Club section- Insurance and Risk Management tab on the left.

Report of Occurrence Forms can be downloaded from USA Swimming- go under clubs and then to the Insurance and Risk Management tab on the left side of the page. Use for all injury or illness's that occur, including asthma attacks at a USA Swimming function, whether or not it involves a USA Swimming member. If in doubt – fill it out. Clubs have been sued for failing to complete a report of occurrence form.

Completing the form triggers a claim form being sent out to the party. USA Swimming's insurance does not pay for all costs but covers costs that an individual's insurance may not cover such as the deductible cost in someone's policy. USA Swimming does not cover any swimmer using a diving board or diving platform (only starting blocks- with the correct water depth) or many out of water team activities such as white water rafting, triathalons, paint ball games etc. or non member learn to swim lesson programs. If you have questions in regards to a specific activity you can contact Risk Management Services- Fax 602-274-9138 or Phone 800-777-4930

Try out period

General liability insurance coverage is provided for clubs, coaches and members when a non USA Swimming member is swimming with a club during a tryout period. The coverage is only valid if- **all the coaches on deck are USA Swimming Coach Members**, the tryout period is limited to 30 consecutive days for any one individual and **only applies to individuals who have never been members of USA Swimming before.**

Liability Release Forms

USA Swimming recommends the use of release of liability forms- found on their web site, under Sample Liability Release Forms can be used for travel and if your club is having an event with a non-USA swimming team.

Safety Training For Coaches

Upcoming changes in the program will be announced at this year's convention. There will be a 2 part renewal process- an online 25 question quiz and an in the water skills demonstration. If you are a certified as a life guard you will only need to do the online test. More will be coming on the process. For new coaches the safety training manuals etc are all being redone to reflect swimming.

Code of Conduct

It is suggested that clubs have all members, swimmers and parents read the code of conduct and sign an agreement that they will abide by it.

Meet Management:

The Meet Marshall is an important part of the safety of the venue for a swim meet. The meet referee should meet with the meet marshal prior to the start of the warm up period. Warm-ups should not start unless the meet marshal is ready to assume their responsibilities. Meet marshals are responsible for the safety of the deck and pool during warm ups, and the warm down pool and locker rooms during the meet. There should be a female and male meet marshal on deck make safety sweeps through the locker rooms as well as on the deck. Meet Marshals are suggested to wear identifiable clothing- such as a bright orange shirt that has meet marshal on it or a bright orange vest with meet marshal on it. Life Guards can not be meet marshals. Life Guards are employed by the facility and have different responsibilities than a meet marshal. Coaches can not be meet marshals. Safety Chairs have asked for training materials for meet marshals to be developed and disseminated. Recording devices are not allowed in locker rooms- i.e. cell phones, video cameras etc.

If the meet facility has AED's (Automatic External Defibrillators) the location of the devices should be announced in the coaches meeting and in the officials meeting.

Emergency Action Plans

An evacuation plan for the facility should be posted throughout the facility and should be placed in the meet program information.

Information on Emergency Action plans, a facility Safety Checklist, suggested First Aid Kit contents, can be found in Chapter 7 of the USA Swimming Safety and Loss Control Manual. This is located under the swim club tab, on the left- Insurance and Risk Management and then click on Risk Management. View the document under Risk Management and Your Club- top of the page. For examples of emergency action plans go to the safety section under Insurance and Risk Management, Safety issues for your Club and see the samples by the University of Minnesota that are listed. Contact the Arizona Safety Chair if you have questions.

All clubs should have an emergency action plan in case of criminal activity in the area near your practice facilities. Most Arizona Pools are not conducive to lockdowns, but you should have plans to “shelter in place” if needed. Have safety talks with your swimmers to discuss emergency evacuation and shelter in place procedures. Make an evacuation drill as part of a practice at least every season.