



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 then 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.

Only registered swimmers, coaches and officials and meet volunteers should be on deck at swim meets. Only registered coaches are allowed to coach. Any official observing a non-registered coach in coaching activities should report it to the meet referee. The meet referee should remove the individual from the pool deck. **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. Non-Coach USA swimming members can not be serving as coaches at practice or swim meets. There are many insurance and liability issues if non-registered coaches are permitted to perform coaching at meets and practices.

Emergency Action Plans

An evacuation plan for the facility should be posted throughout the facility and should be placed in the meet program information. Also review the emergency plan for safety in case of criminal activity in the area of the meet. Meet Referee should review safety plans prior to the meet with the meet director and facility director.

Insurance Issues

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. A Coach, meet director or event volunteer completes the form and submits it to USA Swimming, Risk Management Services and to the Arizona Swimming safety chair (Send in to the Arizona Swimming office).

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