

	POLICY & PROCEDURE	PROCEDURE NUMBER: 201 0
	Subject: MEET MARSHALS	EFFECTIVE DATE: 01/01/2015

I. Abstract

In accordance with the provisions of USA Swimming Rules & Regulations, Meet Marshals are required at all Arizona Swimming (“AzSI”) Sanctioned or Approved meets.

Additionally, AzSI has adopted the following provision regarding the number of meet Marshals required, their training and duties.

II. Meets Covered

- a. Timed final meets, or time final sessions held as part of a Prelim/Final meets, shall have at least two Meet Marshals, one male and one female per session, include warmups.
- b. Prelim/Final meets shall have a minimum of four Meet Marshal per session, including warmups. There must be Meet Marshals of both genders present at all sessions, including warmups.
 - i. If the host facility contractually required certified lifeguards to be in place at all times during warm up and competition those currently working lifeguards may be counted as Meet Marshals
 - 1. Host teams may be required to document contractual requirement and the actual use of lifeguards to satisfy this requirement.

III. Arizona Meet Marshal Requirements - Initial

- a. In order to qualify as a certified AzSI Meet Marshal, an individual must
 - i. Successfully complete the AzSI On-Line Meet Marshal Training Program or the live Meet Marshal Training that may, from time to time, be offered, and
 - ii. Submit a face pictures, without hat or sunglasses, together with copy of driver’s license or other picture identification to badges@azswimming.org for use in the photo ID, and
 - iii. After successful completion of the course and receipt of a suitable picture, AzSI will mail to the Meet Marshal a Photo ID Badge and Meet Marshal Vest.
 - iv. All AzSI Meet Marshal certifications expire on December 31 the year following certification.

IV. Arizona Meet Marshal Requirements - Renewal

- a. In order to renew as a certified AzSI Meet Marshal, an individual must
 - i. Successfully complete the AzSI On-Line Meet Marshal Training Program or the live Meet Marshal Training that may, from time to time, be offered, and
 - ii. After successful completion of the course, AzSI will mail to the Meet Marshal a Photo ID Badge and Meet Marshal Vest.
 - iii. All AzSI Meet Marshal's certifications expire on December 31 the year following certification.

V. Fees

- a. A fee, as stated on the Annual Statement of Fees, will be charged for Meet Marshal certification.
- b. Failure to provide the AZSI certified Meet Marshals shall result in a penalty, as stated on the Annual Statement of Fees payable to Arizona Swimming at the time of the meet fee payment.

VI. Duties and Obligations of Meet Marshals

- a. All Meet Marshals must wear the AzSI Meet Marshal Vest and the provided Meet Marshal Photo ID Badge at all times while on duty as a Meet Marshal at any AzSI meet.
- b. The Meet Marshal shall report to the referee and sign in upon arrival at the Meet.
 - i. Sign in shall be on the Meet Sign-in Sheet
 - ii. Meet marshal shall be given specific instruction by the Meet Referee.
- c. The Marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- d. Meet Marshal at any AzSI Meet shall not simultaneously act as one or more of the following during the course of the meet.
 - i. A coach of any swimmer entered in the meet or participating in time trials.
 - ii. A certified official working in any capacity including but not limited to Meet Referee and or Administrative Official or Referee
 - iii. A member of the meet support crew/set up/tear down etc until released from such duties by the Meet Referee.

Updates:

Date	by Whom	Basic Abstract	Sections	Control #
04/2011	HofD	new policy	All	11-002
11/19/14	HofD	restated in entirety/add fees	V	14-019