



Risk Management Manual

(Safety/Loss Control)

This manual is designed to help you by providing ideas, concepts and tasks for sound risk management practices. It is the duty of everyone to look out for safety. Protecting our athletes from known and unknown dangers is a high priority. Our primary goal is one of allowing our athletes to compete/train without substantial risk. Clubs should work with your facilities managers and local pool administration for any specific requirements of your facilities.

Risk is exposure to possible loss or injury. **Management** is the use of means to achieve or accomplish an objective. **Risk management** is to minimize loss and injury by appropriate means. **Safety** is freedom from danger, risk, or injury. **Loss control** is the method of creating a safe environment.

Report of Occurrence

AzSI / USA Swimming require that injuries, even minor occurrences such as bee stings etc., whether or not it involves a USA Swimming member or not, must be reported to our insurance carriers and USA Swimming. The Report should be filled out by the Meet Director or by any club personnel supervising at the time of the incident. Click [here](#) for link to the USA Swimming electronic Report of Occurrence form. **PLEASE FORWARD A COPY OF THIS EMAILED REPORT TO** the appropriate Safety Chair for your LSC

We recommend you keep an updated team and parent contact list in case of emergency.

LSC Safety Chair

It is the responsibility of the Arizona Swimming Safety Chair to promote safety throughout the LSC. The Safety Chair is the primary person in the communication network between USA Swimming, Arizona Swimming, and the clubs. Various duties may include:

- Chair the committee that develops safety education programs for the LSC and makes recommendations to the Board of Directors
- Providing reports of injuries within the LSC at each LSC Board and House of Delegates meeting
- Periodically reviews warm-up guidelines
- Communicating regularly with the Club Safety Chairs
- Disseminating safety information and required forms to all member clubs, coaches and officials
- Periodically refines and reviews LSC safety programs and club level programs
- Reviewing completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence
- Preparing and distributing facility checklists, safety checklists and emergency action plans to be used by clubs

Club Safety Coordinator

Each club must designate a registered member of USA Swimming to the Club Safety Coordinator. This person is responsible for disseminating safety education information to athletes, coaches and other members. S/he should make recommendations to the club concerning safety policy and implementation.

A safety plan specific to each facility should be developed and be readily available on site at the facility. It should be easily accessible by officials, coaches, meet marshals, life guards, meet directors and any other critical facility personnel.

The Club Safety Coordinator should be aware of every accident involving any of the club's facilities or members and ensure the timely completion of the Report of Occurrence.

Facility and Emergency Planning

By having a facility/emergency plan in place, there is a proactive plan to managing incidents/accidents. This type of planning shows a proactive intent for responsible care.

A risk management plan should contain procedures for prevention, safety inspections, safety meetings, proper care of the victim, and supervision of the facility. A written detailed plan should be available and in place at the facility where it may be used by all members. Plans should cover as many scenarios as feasible including considering the following points:

- Safety Rules and Regulations – Assemble the rules pertaining to the facility; publish/post appropriate rules/procedures; review signage
- Supervision – Actively enforce rules and regulations including warm-up procedures (coaches, meet marshals and, maybe, officials)
- Safety Inspections: Routinely inspect the facility; use a series of checklists; follow up on needed repairs/replacements
- Emergency Procedures – Construct general plans to help handle emergencies including:
 - Communication – what numbers to call when
 - Rescue equipment – where is it and who can use it
 - Accessibility – where is facility (address); how to enter facility; who has keys
 - Emergency support personnel – who on site is trained in CPR, First Aid, and Water Safety Training; who is your first point of contact

Emergency Action Plans

911 Emergency

1. Dial “911”
2. Read the following message:
“A(n) _____ emergency exists at (facility name and address)

Please come to the

entrance. Someone will meet you there and direct you to the emergency.

The injured person is a (male, female) approximately _____ years of age. The injury is to the

(body part). The person is currently

(unconscious, receiving oxygen, bleeding from _____, has ice applied, etc.)

3. Remain on the phone with the dispatcher until emergency personnel arrive on the scene.

DO NOT HANG UP!

Complete all necessary paperwork including obtaining a copy of the emergency personnel’s report. Submit to USA Swimming and Arizona Swimming office.

Weather Emergency

1. If lifeguard on duty, have lifeguard blow 3 whistles to clear the pool.
2. If no lifeguard on duty, have meet marshals clear the pool with the assistance of officials and coaches.
3. Direct everyone to _____
_____.
4. Assign one person to monitor weather conditions.
5. Maintain control of all spectators/athletes/officials.
6. If no inside protected area is available, direct all spectators/athletes to the nearest predetermined “safe” location.

Complete all necessary paperwork. . Submit to USA Swimming and Arizona Swimming office.

Heat Exhaustion/Heat Stroke

Dehydration, sunburn, heat stroke/heat exhaustion can be common occurrences in the Arizona sun. **Dehydration** can be prevented by drinking plenty of water or fluids. **Sunburn** is overexposure which may cause sun poisoning, heat stroke, heat exhaustion and skin cancer. Wear protective clothing and/or use a sunscreen with a sun protection factor of at least 15.

Heat exhaustion occurs after long periods of exposure in a hot environment. The signs are:

1. Normal or below normal body temperature
2. Cool, moist, pale or red skin
3. Headache or nausea
4. Dizziness or weak and exhausted body

Heat stroke is the most severe heat emergency. It occurs when the signs of heat exhaustion are ignored. Heat stroke develops when the body systems are overwhelmed by heat and begin to stop functioning. The signs are:

1. Red, hot, dry skin
2. Changes in consciousness
3. Rapid, weak pulse
4. Rapid, shallow breathing

Care of heat exhaustion or heat stroke:

1. Get the victim out of the heat
2. Cool the body with cool, wet cloths/towels
3. Loosen tight clothing
4. If conscious, give cool water
5. Minimize shock

If Heat Stroke is suspected, call EMS personnel immediately

Facility Emergency

1. Assess the situation.
 - a. If it is life threatening, clear the area by directing all swimmers/spectators/officials to a “safe” area
 - b. If it is not life threatening, deal with the problem/concern
2. Call for any further assistance needed or notify facility lifeguards

Complete all necessary paperwork including obtaining a copy of the emergency personnel's report. Submit to USA Swimming and Arizona Swimming office.

Fire and Chemical Emergency

1. Alarm sounds
2. Assess the scene
3. Clear the pool/building
4. Direct all personnel to a safe location
5. If alarm is confirmed, call 911 and evacuate the facility
6. If false alarm, resume activity

Complete all necessary paperwork including obtaining a copy of the emergency personnel's report. Submit to USA Swimming and Arizona Swimming office.

Drowning Emergency

1. If lifeguard on duty, 3 whistles clear the pool
2. If no lifeguard on duty, appointed person clears the pool
3. Appointed bystander calls 911 and advises of emergency
 - a. Meets emergency medical personnel
 - b. Provides any additional assistance as directed
4. Lifeguard/appointed person enters the water
5. If distressed swimmer, assist to safety
6. If drowning swimmer, appropriate rescue & tow
7. CPR & First Aid
8. Paramedic/EMT assess and transport

Complete all necessary paperwork including obtaining a copy of the emergency personnel's report. Submit to USA Swimming and Arizona Swimming office.

Spinal Management

1. If lifeguard present, lifeguard blows 3 whistles to clear the pool
2. If no lifeguard present, marshals clear the pool
3. Secure additional assistance as needed
4. Designated person enters the water
5. Back-up personnel call 911 and bring backboard to rescuer
6. In-line stabilization provided
7. Victim secured to backboard
8. Removed from water
9. Check ABCs and monitor until paramedics/EMTs arrive

Complete all necessary paperwork including obtaining a copy of the emergency personnel's report. Submit to USA Swimming and Arizona Swimming office.

First Aid for Bites and Stings

Snakebites:

1. Remain calm and move beyond the snake's striking distance
2. Call 911
3. Remove jewelry and tight clothing before swelling begins
4. Position victim so that the bite is at or below the level of the heart
5. Clean the wound, but don't flush it with water
6. Cover it with a clean, dry dressing

Don't:

- a. Use a tourniquet or apply ice
- b. Cut the wound or attempt to remove the venom
- c. Drink caffeine or alcohol which could increase the rate at which your body absorbs venom
- d. Try to capture the snake. Just remember it's color and shape

Scorpion Stings:

1. Wash the sting with soap and water
2. Remove all jewelry before swelling begins
3. Apply cool compresses – 10 minutes on/10 minutes off
4. Administer acetaminophen every 4 hours for pain

Don't:

- a. Cut the wound or apply suction
- b. Administer aspirin or ibuprofen

Seek Medical Care if:

- a. Symptoms increase in severity
- b. The victim is an infant, small child or elderly person

Bee Stings:

For Mild Reactions:

1. Move to a safe area
2. Remove the stinger, if needed
3. Wash with soap and water
4. Apply cool compress or ice
5. If injury is on arm or leg, elevate it
6. Apply hydrocortisone, pramoxine or lidocaine for pain
7. Apply calamine lotion, colloidal oatmeal or baking soda for itch
8. Use over-the-counter acetaminophen, ibuprofen or antihistamine

Seek Emergency Care if the injured person experiences:

- a. Difficulty breathing
- b. Swelling of the lips, eyelids or throat
- c. Dizziness, faintness or confusion
- d. Rapid heartbeat
- e. Hives
- f. Nausea, cramps or vomiting

Meet Marshals

The role of the Meet Marshal is defined in 102.19 of the USA Swimming Rules and Regulations: *Marshals -- Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. 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.*

All Meet Marshals report to the Meet Referee who will assign Marshals with specific instructions per USA Swimming Rules and Regulations 102.11.4.

Warm-up cannot start without the Meet Marshals in place!

Marshal Requirements:

1. Must be 18 years or older
2. Affiliated with an AZ Swimming club or approved by the LSC General Chair
3. Successfully complete the Meet Marshal test
4. Submit a picture to the LSC for the Meet Marshal ID badge

Responsibilities and Duties:

A. Responsibilities

1. Arrive at the venue at least fifteen (15) minutes prior to the beginning of warm-ups
2. Check in with the referee to receive instructions
3. Wear identifiable attire (hat, vest, etc) and ID
4. Warm-up/warm-down areas marshaled throughout the meet
5. Must not leave until relief coverage is provided or excused by the referee
6. Cannot have another role during the same meet

B. Duties

1. Sign in on the Meet Operations sheet
2. Entries are feet first
3. No running, abusive behavior, etc
4. Assignments
 - a. Minimum of 2 marshals per warm-up pool
 - b. L-shaped configurations

- c. Focused on warm-up/warm-down pool at all times
 - d. Take turns with breaks and rotating to include checking locker rooms and restrooms
 - e. Never have back to the pool; must face the pool at all times
 - f. Never be on the phone
- 5. Be sure of the location of all emergency information and supplies
 - 6. Meet with facility staff and know their roles

C. AZSI Requirements

- 1. Minimum of 2 Meet Marshals or lifeguards if required by facility contractual agreement
- 2. Prelim/Final meets:
 - a. Minimum of 4 Marshals per session of which two may be lifeguards if required by facility contractual agreement
 - b. Must have minimum 1 male and 1 female
 - 1. Gender division is required but does not have to be equal