

## 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.

While not required, it is suggested the MSD is a current non-athlete member of USA Swimming, having passed the required background and athlete protection programs.

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 5.7.4 A-H of the current LESI Official Policy & Procedures. 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 G) is directed to you and supplements what is in the LESI Official Policy & Procedures.

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.

2. Deck access is your responsibility and requires considerable attention. When on deck, coaches are required to display their wrist band as proof of current coach-member registration. Refer to the coaches' Membership Verification 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.

3. The final major responsibility to perform is injury and property damage reporting. The current USA Swimming Report of Occurrence (Appendix L 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.**