

Meet Safety Director Check list

Pre-Meet:

1. Read section 5.7.4 A-H of the LESI Official Policy & Procedures and the meet entry announcement/warm-up plan; know what is planned.
2. Develop emergency and emergency evacuation plans in conjunction with the facility coordinator.
3. Contact the referee and decide on how the officials are to be involved in the emergency evacuation plan; s/he will instruct the officials accordingly.
4. Prepare emergency assistance and emergency evacuation statement to be included in the meet psych/heat sheets.
5. Prepare the same type of statements for coaches and swimmers and one for meet workers; coach/swimmer statement to be included in the coaches' packets and posted around the deck next to a schematic of the evacuation plan; distribute to meet workers and officials as they arrive at meet.
6. Set up a security plan involving safety marshals patrolling the facility during the entire meet. Safety marshals can wear safety vests while on duty.
7. Develop a workable facility checklist-using appendix C as a guide. See USA Safety Risk manual
8. Using the above guide, meet with the facility coordinator and review all items on the checklist.
9. Arrange for lane marshals. Know who is to be there for each session. Marshals should report on deck at least 15 minutes before warm-ups begin. Marshals must be at least 18 years old
10. Arrange for on-site care of minor injuries, if not provided by the facility host.
11. Arrange for ice and plastic bags for use in injury care.
12. Arrange for other items listed as needed under the "At the Meet" section.
13. Assure that there are devices available to restrict the use of starting blocks during warm-ups.
14. Arrange with the Meet Director and Referee to provide time at coaches meeting to discuss meet safety.

At the Meet:

1. Be early and do a final safety check of the facility. Note problems and correct or restrict access as needed.
2. Post warm-up schedule and the evacuation /emergency instructions.
3. Post "No Smoking" signs in the venue as needed.
4. Meet with and brief marshals on the warm-up philosophy and schedule, including the announcer. (The announcer is under your jurisdiction during warm-ups and s/he needs to understand this. Also, the announcer needs to stay at their position throughout the warm-up session.) Pass out safety vests to all marshals. You and safety marshals need to wear vests throughout the entire meet.
5. Use appropriate devices to barricade starting blocks for warm-ups. Remove as warm-up plans dictate or as needed for performing racing-start practice.

6. Brief any facility lifeguards and/or their supervisor on the warm-up procedures.
7. Have felt tip markers, paper suitable for signs and tape available to post signs as needed.
8. Have rope or barricade tape for cordoning off areas where swimmers or spectators should not be. (Sources; any hardware store or safety equipment supplier)
9. Have the Report of Occurrence form available
10. Direct the warm-up session(s); utilize the meet referee or their designee (invigilator) as a resource as necessary.

