

## Host Club Safety Checklist

The following checklist, developed by Dan Mazzei of Allegheny Mountain Swimming, may be adapted to meet the needs of your club.

1. Pre-meet meeting (several days before the meet)
  - a. Review a facility evaluation, keying on areas of exposure and potential problems.
  - b. In writing, outline those areas and specifically address the preventative measures that will be taken.
  - c. Note any signs, which need to be posted. Special attention to NO SMOKING.
  - d. Discuss where security/safety marshals will be needed and what they must be aware of.
  - e. Warm-up procedures should be reviewed.
  - f. Establish a communications center—Emergency calls in and out of the facility.
2. Conduct a walk through (1-2 hours before warm-ups, the day of the meet)
  - a. Meet director, safety director, a coach and a swimmer should be involved.
  - b. **Rest Areas.** On deck or near by. Assume the worst, unattended siblings will be getting into everything. Make sure gym equipment, etc. is out of the way and well marked “Stay Off”. Signs making the parents aware of their responsibilities are a plus (no ball playing, etc.).
  - c. **Locker rooms.** The swimmers use the showers during the meet as a play area. Measures must be taken to prevent this. Closely evaluate the conditions of the lockers for sharp edges, etc. Provide signs cautioning wet/slippery areas and no running.
  - d. **Seeding Area.** Open-ended bleachers are used as seating at many facilities. Make sure a rope or rail is provided. The route to the deck should be closely evaluated. Wet areas, stairs, and lighting are of primary concern.
  - e. **Pool area.** Diving boards are to be up and secured, if possible. Otherwise they are to be roped off. The starting blocks are to be checked for stability, slippery platforms, etc. Lane rope end covers should be in place. Lane obstructions (ladders) must be removed or guarded. Deck obstructions (weight equipment, etc.) should be minimized. Touch pads are to be secure and their leads to the consol must be covered. Bulkheads should be checked for sharp edges and edge gaps. Covers are to be provided.
  - f. **Other.** Restrict access to unnecessary sections of the facility. Make sure all fire doors are functional. Do not allow children to play outdoors unattended. Evaluate handicapped access, proper signage is important.
  - g. **Safety equipment.** Make sure that the first aid kit is fully stocked. Bee-sting precautions should be considered during the summer season. The backboard should be complete (are all the necessary straps and restraints functional). Signs indicating where first aid can be obtained should be provided. The Report of Occurrence forms must be available.