



Lake Erie Swimming, Inc.



Meet Safety Manual

2016

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Bob Martens, Safety Chair

Lake Erie Swimming Meet Safety Manual

STATEMENT OF PURPOSE FOR MEET SAFETY: To provide a safe competitive environment for athletes participating in LESI-sanctioned meets.

A. MEET SAFETY DIRECTOR (See Appendices A, B and C)

1. An 18 years or older shall be named as Meet Safety Director (MSD). While not required, it is suggested this individual is a current member of USA Swimming, having passed the required background and athlete protection programs.
2. The MSD shall have no other meet responsibilities.
3. The MSD is responsible for all aspects of safety at the meet including managing all warm-up sessions of the meet. With the meet director, establish a warm-up plan prior to sanctioning. (Appendix M)
4. The MSD or designee shall be on deck prior to and during the entire warm-up session.
5. The MSD, with the concurrence of the Meet Referee, shall have the authority to remove from the deck for the remainder of the warm-up session any swimmer or coach who is in violation of safety guidelines or warm-up procedures.

B. HOST TEAM RESPONSIBILITIES

1. Pre-Meet Announcements
 - a. The following statement shall appear in the meet information: "Lake Erie Swimming Safety Committee Guidelines and warm-up procedures will be in effect at this meet."
 - b. Warm-up times and specific warm-up lane usage shall be published in the meet information to be distributed to all participating clubs or non-club entered individuals.
 - c. A minimum break of fifteen (15) minutes shall be scheduled between the end of the first session and the start of the second session's warm-ups when two consecutive sessions are scheduled in a day.
2. Philosophy of Warm-Ups - Warm-ups should provide swimmers with a safe opportunity to physically and mentally prepare themselves' to compete. (Appendix G)
3. Warm-Up Procedures [also see section 5.7.4 A-H of Lake Erie Swimming, Inc. (LESI) Official Policy & Procedures]
 - a. All meets sanctioned by LESI shall be conducted in accordance with the rules and regulations of USA Swimming and LESI Meet Safety Guidelines.
 - b. Prior to the beginning of warm-ups, the warm-up schedule should be posted to the Lake Erie Swimming website and should be given to the announcer.
 - c. The following procedures shall apply in the competition area of the pool.
 - 1) In start-practice lanes, no one shall step onto the starting block while a backstroker is in a starting position in that lane.
 - 2) Swimmers shall be permitted to pass in circle-swim and pace lanes.
 - 3) Swimmers shall be permitted to stop and rest at pool ends.
 - 4) The use of stretch cords, paddles, or swim fins is not permitted
 - 5) Anyone not entered in the meet or in associated time trials may not enter the pool for warm-ups.
 - d. General Warm-Up (see appendix M)
 - 1) NO DIVING allowed from the blocks or edge of pool. Swimmers shall enter the pool with a 3-POINT FEET FIRST ENTRY. A 3-point feet first entry is when you enter the pool with both feet while keeping one hand on the wall/deck.
 - 2) NO start-practice is allowed during general warm-up session.

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- 3) Only circle swimming is permitted.
- 4) A lightweight object such as a kickboard or traffic cone must be in placed on top of starting blocks of general warm-up lanes to signify ***use of the blocks for start-practice is prohibited.***
- e. Specific Warm-Up
 - 1) Race Starts: A start-practice lane(s) for racing starts from blocks or for backstroke starts in a specified lane(s) shall be available at the designated times. Additional start-practice lanes may be designated by the MSD when needed.
 - 2) General Warm-Up Lanes: NO DIVING. Circle swimming only.
 - 3) Pace Lanes: Meet host may designate one or both outside lanes as pace lanes in published warm-up plan or MSD may designate them upon request of a coach or a swimmer.
 - 4) Relay-Exchange Starts: Meet host may designate one or more lanes for relay-exchange practice or MSD may designate this upon request of a coach or a swimmer. If desired, a meet host may insert a separate time in the meet schedule exclusively for relay swimmers warm-up and exchange practice. Generally this would be a 5-10 minute "relay break" immediately prior to the relays. ***Warm-up marshals shall be in place during such warm-ups.***
- f. Alternative Warm-Up Plan
 - 1) Warmups shall be split if the average number of swimmers per lane is scheduled to exceed fifteen (15) swimmers per lane for SCY or thirty (30) swimmers per lane for LCM.
 - 2) Each half of these "split" warm-ups shall last no less than 20 minutes for "general" and 10 minutes for "specific" for each session for 14 and under swimmers. The "split" warm-ups shall last no less than 30 minutes for "general" and 10 minutes for "specific" for each session for 15 and older swimmers.
- g. Continuous Warm-up - During Competition
 - 1) During competition, where a course is set up to allow continuous warm-up and warm-down, a minimum of one warm-up marshal shall be on duty and directly oversee the continuous warm-up session
 - 2) A lifeguard may supervise a continuous warm-up area.
 - 3) The rules applicable to general warm-ups shall apply.
 - 4) With the MSD's permission and under direct supervision by a coach (one for each involved club), start practice, relay-exchange practice and pace swimming may be conducted during continuous warm-ups.
 - 5) Kickboards, pull buoys and other training devices may be used in continuous warm-up areas.
- h. Length of Warm-up
 - 1) Where continuous warm-up is not available, a warm-up period of at least 10 minutes shall be provided prior to the swimming of individual events of 400 yards/meters or longer, excepting those meets where only individual events of 400 yards/meters are offered. Warm-up marshals shall be in place during such warm-ups.
 - 2) Warm ups must be at least 45 minutes long unless split, then each group of swimmers 14 and under must have at least 30 minutes to warm up and each group of swimmers 15 and over must have a minimum of 40 minutes.
 - 3) Warm-ups for any finals session shall be a minimum of 30 minutes.
 - 4) The LESI Board of Directors or its designees may waive requirements for the length of warm-ups.
- i. The MSD shall assign a coach to supervise swimmers who do not have a coach present during warm

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ups or when the MSD is aware that a swimmer is present without a supervising coach.

- j. An ANNOUNCER shall be on duty at all times during warm-ups to assist with their conduct. The announcer shall (1) announce general and specific warm-up procedures and make periodic reminders of these items; and (2) make periodic announcements about who is authorized to be on deck as well as announcements about emergency and evacuation procedures. (See Appendix E)
 - k. Hazards in locker rooms, on deck, or in areas used by coaches, swimmers, spectators or officials shall be removed or clearly identified.
 - l. The meet warm-up plan may be adjusted by the MSD with the consent of the Meet Referee and Meet Director in order to accommodate the number of swimmers or for other reasons, as long as safety considerations are not compromised. Any such changes shall be announced or posted as appropriate in the pool area.
4. Marshals
- a. The MSD, announcer and a minimum of four (4) marshals for a 6 or 8 lane pool and six (6) marshals if using more than one warmup area (ex: 50-meter pool in short course) shall be on deck before warm-ups may begin and shall remain on deck during the entire warm-up session. Lane marshals report to and receive instructions from the MSD.
 - b. Marshals shall make themselves aware of the Lake Erie Swimming Safety Guidelines and Warm-Up Procedures and be prepared to enforce them.
 - c. All warm-up marshals should be at least 18 years of age. (LESI preference)

C. COACH RESPONSIBILITIES

1. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct of meets.
2. Coaches shall be in the warm-up pool area and directly supervise their swimmers at all times.
3. Coaches shall maintain as much contact with their swimmers as possible, both verbal and visual, throughout the warm-up period.
4. Coaches should stand near the starting end of the pool when starting swimmers in start-practice lanes.
5. The meet host shall have a coach's check in procedure where only coaches with proper and valid coach's credentials are permitted on deck and issued a wrist band for that meet/session. Only Deck Pass APP or the coach's registration card is acceptable. Coaches without one of these verifications will not be allowed on deck. They may utilize the spectator areas (with or without being charged the spectator fee at the discretion of the meet host).
6. Any coach who does not comply with the coach's responsibilities after a warning from the Meet Referee or his/her designee may be penalized by the Meet Referee, who is authorized to unattach the swimmers on that coach's team for the entire meet.

D. SWIMMER RESPONSIBILITIES

1. No diving shall be allowed from the blocks or edge of the pool except during specific warm-up in start-practice or relay-take-off lanes. Swimmers must step, not jump, into the pool feet first in a cautious manner during general warm-ups in circle swimming lanes, or when entering the pool for backstroke starts in start-practice lanes.
2. Swimmers shall exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time.
3. Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the block in a lane if there is a backstroker in the water waiting to start in the same lane.

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4. Swimmers in start-practice lanes shall swim a maximum of one length of the pool, no turn allowed, and exit the pool.
5. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start during competition.

E. FACILITY SECURITY

1. Security, including deck access, for the meet venue is the responsibility of the MSD in conjunction with those persons assigned to this function by the host facility.
2. SAFETY MARSHAL DUTIES (See Appendix D)
3. DECK ACCESS (See Appendices E and F)
4. CAMERA ZONES: Meet Management shall designate and inform the public of “Camera Zones” at each swim meet where both still and video photography of a race or competitor may be taken. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms, or locker rooms. Additionally, under NO circumstances will Camera Zones include the area immediately behind the starting blocks at either end of the racing course(s) while they are in use for race starts during competition and warm-up. Those failing to abide by this rule may be removed from the venue.

F. **EMERGENCY INFORMATION** - Emergency and emergency evacuation information shall be made available in the meet psych or heat sheets and to coaches, meet workers, officials, and the announcer(s).

G. DIRECTING WARM-UPS

1. The MSD is responsible for managing warm-ups with support from the Meet Referee or his/her designee (See Appendix H).
2. Invigilator Duties. (Appendix I)
3. Warm-Up Marshal Duties (See sections B.2, B.4. and Appendix J)
3. Lifeguard Duties (See sections B 3.g. and Appendix K)
4. COACH RESPONSIBILITY (See section C above)

H. ACCIDENT MANAGEMENT

1. In the event of any accident involving injury or property damage, the MSD is responsible for managing the situation and shall complete a USA Swimming Report of Occurrence form (See Appendix L).
2. FIRST-AID REQUIREMENTS: Host clubs, through the MSD, are responsible for providing or ensuring the availability of minor first-aid. Arranging for trained volunteers or making arrangements with the host facility.

