



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 individual age 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.



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.

APPENDIX A

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.

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.

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.

Safety Marshal Duties

- Be guided by courtesy and common sense.
- Patrol deck, locker rooms, spectator, lobby, walkways, parking lot and restroom areas.
- Report any accidents or injuries to the Meet Safety Director (MSD).
- Smoking is not permitted in any indoor area or in any exterior area where swimmers would be present.
- Be alert for any unsafe conditions or actions.
 - Glass on the pool deck, locker rooms, restrooms used by swimmers.
 - Use of thumbtacks or staples on bulletin boards in any area where swimmers would be walking without shoes.
 - Sharp edges anywhere.
 - Protruding objects.
 - Blocked exits.
 - Blocked stairwells or stairways.
 - Fire hazards.
 - Icy walkways
 - Etc.
- Be alert for unauthorized persons anywhere within the meet venue, especially on deck or in locker room areas.
- People authorized to be on deck include; Swimmers entered in the meet, currently registered coaches, officials, meet workers, facility staff and safety personnel.
 - Coaches must have either their registration card issued by the LSC registrar or their Deck Pass APP verification of their coach's education requirements. Only issue wristband to those who meet the above criteria. If they have no verification they must be seated in the spectator area and not granted access to be on deck. **Don't be talked out of this !!!**
 - Check with the MSD about the appropriate color wristband.
- Refer any problems to the MSD.

Announcement

(Use frequently and early in each session and then periodically throughout the meet.)

“Only swimmers participating in this session, currently registered coaches, officials, and meet workers are permitted on deck. Anyone else is asked to remain in the spectator areas.

Thank you for your cooperation.”

“Attention, Swimmers attending this meet without a coach must contact the Meet Director (name) or the Meet Referee (name) at (specify location) to arrange for coaching supervision while at this meet.

Thank for your assistance.”

Coach Membership Verification

When on deck, coaches are required to display their wrist band as verification of current coach-membership. Registration cards have the year of registration and “coach” “background printed” on the face of the card. From September 1 through December 31 either the current year’s card or the succeeding year’s card is acceptable for this purpose. From January 1 to August 31, only the current year card is acceptable. Anyone may coach from areas other than the deck.

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).

Your club’s liability insurance coverage is at stake here!!

Warm-up Philosophy v. Rules

Warm-up sessions are intended to provide swimmers a safe opportunity to physically and mentally prepare themselves to compete. To best facilitate this, supervised, structured meet warm-up plans were developed by Lake Erie Swimming in the late 1980's.

For your reference, meet warm-up guidelines can be found in the LESI Safety Manual and in Section 5.7.4 A – H of the LESI Official Policy & Procedures. Reviewing them should be a priority task upon accepting the Meet Safety Director position.

Like many sets of rules, in many people's minds these become an institution in and of themselves, independent of their intent. As a USA Swimming volunteer it is essential to keep the intent of the warm-ups in mind and ALWAYS give the benefit to the swimmer when there is room to do so.

Clearly there will be times when the published rules need to be adhered to, such as when the pool is teaming with swimmers and when allowing some of the examples below to take place would create an unsafe environment.

- It has been customary that swimmers in sprint-start lanes exit at the turn end of the pool. This is practical in a short course environment or in a long course situation when the pool is teaming with swimmers. However, if a swimmer can safely cross through lanes and exit part way down a long course pool, let it go.
- Many lane marshals have the impression that swimmers may not stop to rest at the pool's end. That is inconsistent with the necessary coaching that must take place in a warm-up environment, to say nothing of the need to rest periodically. So stopping to rest must be accommodated as long as those doing so don't interfere with others who are still trying to complete a warm-up set. If those resting get in the way of those still swimming, asking them to either exit temporary or go to the shallow end and stand to the side is appropriate. If there are not too many doing it so as to get in the way, hanging on to the wall at the start end is workable too.
- Many lane marshals are under the impression that passing is not permitted in the circle swimming or pace lanes. It is!
- Philosophy notwithstanding, short of an emergency situation, hanging on the lane lines can't be permitted because of the potential damage that can occur. We use facilities owned by others and have to take care of them.
- The foregoing is presented to arm you with information about situations that have caused problems in the warm-up environment when lane marshals have not been adequately briefed. Pass it on!

Directing Warm-ups

- Know the warm-up plan
- Thoroughly brief your lane marshals before warm-ups begin.
- Issue the marshal identification vests
- Understand that you have the latitude to make adjustments if the dynamics of the warm-ups session dictates.
- Make sure the announcer is knowledgeable about the warm-up procedures and that s/he remains at their post throughout the warm-ups. The announcer is an integral part of the process.
- In most meets an official (invigilator) is assigned to oversee warm-ups as an adjunct to you (MSD) and your staff. This official may be the referee or their designee and as such has final authority over the warm-up session. Never the less, you are in charge and unless you do something diametrically opposed to the intent of the warm-ups or the guidelines, the invigilator will probably not interfere. Use the invigilator as a resource. (At early morning meets, an official may volunteer to serve this role during warm-ups if the referee has not yet arrived. If no one volunteers, ask an official!)
- If a swimmer or coach persists in not following guidelines or in not responding to requests by a lane marshal, consult with the invigilator before taking action against the individual. If the invigilator is not immediately available, take an appropriate course of action, and ratify it with the official.
- Items to watch for and react to: Balance coverage of the deck by marshals; problems that result from younger swimmers warming up in the same lanes as older, bigger, faster, stronger swimmers. This latter situation is likely to occur during timed finals meet warm-up sessions when “open” events are scheduled, as well as prior to finals in a prelims-finals meet.

Warm-up Invigilator

- Know the warm-up plan.
- Know who the Meet Safety Director (MSD) is.
- As the invigilator, whether you are the referee or the referee's designee, you have final authority over the warm-up session.
- During warm-ups the athletes are to be under the supervision of a USA Swimming coach member. Ensure that announcements are made asking swimmers without coaches in attendance to see the Meet Director, you or the referee to get attached to another coach.
- Ensure the lane marshals have been briefed before warm-ups begin.
- Be sure there is a minimum of four (4) marshals for a 6 or 8 lane pool plus the MSD and announcer on deck and in position before warm-ups begin (about 15 min.). Be sure there is a minimum of six (6) marshals using more than one warmup area (ex: 50-Meter pool for SCY).
- Understand that your job, as Invigilator, is to assist the MSD, not take over. Along with the MSD you have the latitude to make adjustments, if the dynamics of the warm-ups session dictates. Unless the MSD does something diametrically opposed to the intent of the warm-ups or the guidelines, the invigilator should not interfere. The invigilator is a resource to the MSD.
- Make sure the announcer is knowledgeable about the warm-up procedures and that s/he remains at his/her post throughout the warm-ups. The announcer is an integral part of the process.
- If a swimmer or coach persists in not following guidelines or in not responding to requests by a warm-up marshal or the MSD, the Invigilator (as the representative of the referee) and the MSD may take action against the individual.
- Items to watch for and react to: Balance coverage of the deck by marshals; un-coach-supervised swimmers and problems that result from younger swimmers warming up in the same lanes as older, bigger, faster, stronger swimmers. This latter situation is likely to occur during timed finals meet warm-up sessions when "open" events are scheduled, as well as prior to finals in a prelims-finals meet.

Lane Marshals Duties

- Know what to do & whom to contact in the event of an emergency.
- Watch for swimmers who may be in distress.
- Be mindful of the purpose of warm-ups and be helpful to swimmers and coaches in achieving their warm-up objectives.
- Familiarize yourself with the meet warm-up schedule.
- Politely enforce the warm-up rules of the meet tempered with a good dose of common sense.
- The common rules:
 - IT IS IMPORTANT TO REMEMBER SWIMMERS MUST ALWAYS ENTER THE POOL DURING WARM-UP WITH A 3-POINT FEET FIRST ENTRY!! This 3-point entry is for the safety of all swimmers. NEVER dive or jump into the warm-up pool. A 3-point feet first entry is when you enter the pool with both feet while keeping one hand on the wall/deck.
 - No diving during general warm-up period.
 - Only circle swimming is permitted during general warm-up.
 - Swimmers are permitted to pass in circle swimming and pace lanes.
 - Swimmers are permitted to stop & rest at pool ends.
 - Kick fins, hand paddles and stretch cords are not allowed.
 - In start-practice lanes, no one is allowed on the starting block while a backstroker is in starting position.
- Please refrain from:
 - “Coaching” the swimmers.
 - Engaging the swimmers in unnecessary conversation.
- Contact the Meet Safety Director if you have any difficulty with a swimmer or coach.
- Smile and be pleasant, it’s catching!

Lifeguard's Continuous Warm-up Duties

Continuous Warm-up Purpose: Warm-ups are intended to provide swimmers a safe opportunity to physically and mentally prepare themselves to compete or warm down after competing.

In addition to your normal procedures, contact the Meet Safety Director (MSD) in the event of an emergency.

- Watch for swimmers who may be in distress.
- Be mindful of the purpose of warm-ups and be helpful to swimmers and coaches in achieving their warm-up objectives.
- Familiarize yourself with the meet warm-up schedule.
- Politely enforce the warm-up rules of the meet tempered with a good dose of common sense.
- The common rules:
 - 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.
 - No diving during general warm-up period.
 - Only circle swimming is permitted during general warm-up.
 - Swimmers are permitted to pass in circle swimming and pace lanes.
 - Swimmers are permitted to stop & rest at pool ends.
 - Kick fins, hand paddles and stretch cords are not allowed.
 - In start-practice lanes, no one on starting block while backstroker is in starting position.
- Please refrain from:
 - “Coaching” the swimmers.
 - Engaging the swimmers in unnecessary conversation.
- Contact the Meet Safety Director if you have any difficulty with a swimmer or coach.
- Smile and be pleasant, it's catchy!

How to Submit the Report of Occurrence Form

How are USA Swimming and Risk Management Services, Inc. notified when an accident occurs? The Report of Occurrence form, supplied to all club and non-athlete members in annual membership mailings, is used for this purpose. Reporting all incidents, no matter how minor, is important to put both USA Swimming and its insurer on notice of accidents and potential claims.

A Report of Occurrence form should be completed any time an injury occurs at a USA Swimming function, whether or not it involves a USA Swimming member. To summarize, injuries involving spectators should also be reported. The form should be filled out by a meet director or by any club personnel responsible at the time of the incident; the parents of the injured athlete should not be asked to complete the report form.

Once USA Swimming National Headquarters receives the report, information about the incident is entered into the USA Swimming database for future safety education and insurance references. When a Report of Occurrence form indicating an athlete or non-athlete participant is a USA Swimming registered athlete, information about the Excess Accident Medical Insurance Policy and claim forms are sent to the injured party(s) family. This program is excess to other primary insurance in place through the member's employment, school or family. The deductible is the greater of the total of other collectible benefits from primary insurance sources applicable to the injury or \$100 when there is no primary insurance.

Below is the Online Report of Occurrence form. The Report of Occurrence shall be submitted by the coach, official or someone affiliated with the club/facility any time there is an accident or injury during any USA Swimming activities such as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The parent or injured party should NOT submit the form. The online form does require that certain sections, indicated by an asterisk, be completed before it can be submitted. If you have any questions, please contact George Ward at (719) 866-4578 or email, gward@usaswimming.org.

Click the link below to begin the process:

Online Report of Occurrence Form (<https://fs22.formsite.com/usaswimming/form18/index.html>)

Upon submission of the completed Report of Occurrence, you will receive an automated email indicating that USA Swimming has received the form. In the body of the email is a detailed account of the information that was reported. This email can be printed or saved to a file for record keeping. PLEASE FORWARD A COPY OF THIS EMAILED REPORT TO Bob Martens, LESI Safety Chair, at bobmartens@wowway.com.

Note: If you are unable to submit the online form at the meet, you may print a draft paper copy (please see form on next page), to document the necessary details and then you, or someone from your club, will enter the report online as soon as possible.

USA SWIMMING
Report of Occurrence

(Circle one) Personal Injury/Property Damage/Other

(Please Print Clearly)

Date of Incident: _____ Time of Incident: _____ LSC: _____ Name of Club: _____

Injured: Athlete Coach Official Member/other: _____ Guest/Spectator Other: _____

Name (Legal): _____ USA Swimming ID#: _____

Address: _____ City/State/Zip: _____

Date of Birth: _____ Age: _____ Sex: M F Phone: (____) _____

Where did the incident occur?: In Water Deck On Blocks Locker Room Bleachers Hallway Stairs
 Gym Outside Venue (List) _____ Other _____

Activity: Meet/Competition Meet/Warm-up Meet/Warm down

Practice/Water Practice/Dry-land Other: _____

Facility Name: _____ City/State: _____

Facility Type: Indoor Outdoor

Describe the incident: _____

Affected Body Part (Specify R or L): Head/Neck Leg/Foot Ears/Nose/Mouth/Teeth Hand/Arm Knees
 Shoulder Torso Internal Other: _____

Describe the Injury: _____

On Site Care Given by: Coach Parent EMT/Paramedic Facility Staff: _____

name of person giving care

Care Given on Site: Ice Immobilized Bandage Cleaned Other: _____

Care Refused by Injured: Yes No

If yes, Signature of Injured or of Guardian/Parents if under 18 yrs of age: _____

Parent/Guardian notified: No Yes Comment? _____

Taken to Clinic/Hospital: No Yes If yes, location: _____

Please include names and phone numbers of two (2) witnesses: (If others, list on reverse)

Name _____ Address _____ Phone (____) _____

Name _____ Address _____ Phone _____

Activity Supervisor: _____ (____) _____ (____) _____

Report Submitted By: _____ *Please print* _____ *Daytime Phone* _____ *Evening Phone* _____

_____ *Please print* _____ *Daytime Phone* _____ *Evening Phone* _____

Date Report was submitted: _____

Club Personnel/Club Safety Coordinator is responsible for returning completed form immediately following incident to:

USA Swimming
Risk Management Department
1 Olympic Plaza
Colorado Springs, CO 80909
FAX: (719) 866-4050

and: Risk Management Services, Inc.
P. O. Box 32712
Phoenix, AZ 85064-2712
FAX: (602) 274-9138

and: LSC Safety Chairman

Please attach any additional reports (facility reports, newspaper articles, witness statements).

Warm-up Guidelines

Lake Erie Swimming safety guidelines and warm-up procedures will be in effect at all times. Coaches must maintain contact with their swimmers during warm-up and throughout the meet. All entry into the pool for warm-up is feet first from the starting block end of the pool. Swimmers must enter the pool feet first in a cautious manner with one hand in contact with the pool edge. There is no diving during warm-up, except in designated sprint lanes. The final 20 minutes of a 40-45 minute warm-up or 15 minutes of a 30 minute warm-up shall be conducted as follows.

For a 10 lane pool:

- (a) Lanes 1 & 10 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
- (b) Lanes 2 & 9 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
- (c) Lanes 3-8 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

For an 8 lane pool:

- (a) Lanes 1 & 8 push/pace from the start end of the pool (or general warm-up at the discretion of the Meet Referee or his/her designee).
- (b) Lanes 2 & 7 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
- (c) Lanes 3-6 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

For a 6 lane pool:

- (a) Lane 1 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
- (b) Lanes 2 & 5 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool.
- (c) Lanes 3, 4, and 6 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

Swimmers are to sprint one way and climb out at the far end of the pool. Swimmers may be removed from warm-up for violating safety rules. Swimmers shall enter the pool with a 3-POINT FEET FIRST ENTRY in continuous warm-up lanes. A 3-point feet first entry is when you enter the pool with both feet while keeping one hand on the wall/deck.