

	<h2>Policies and Procedures</h2>	
Subject: Club and Meet Safety	Document Number: 401 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019

1. CLUB SAFETY

1.1. RESPONSIBILITY- Safety is the responsibility of every member of each OKS Group Member.

1.1.1. Each OKS Member Club shall be responsible for implementing and monitoring its own safety program which shall be structured in a manner consistent with the goals, guidelines and restrictions provided by USA Swimming and its insurance carriers.

1.2. SAFETY COORDINATOR – Each OKS member club shall appoint a Safety Coordinator whose responsibilities shall be in accordance with the OKS Bylaws and shall also include:

1.2.1. Promoting safety awareness among all persons connected to the club, including, coaches, parents, and swimmers;

1.2.2. Encouraging coaches and facility staff to maintain a hazard-free venue;

1.2.3. and Developing emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.

2. COACHES – OKS Club Coaches shall:

2.1. Supervise all practices;

2.2. Supervise all warm-ups at swim meets; and,

2.3. Maintain current certifications in all safety courses required by USA Swimming.

3. REPORTS OF OCCURRENCE - Any occurrence including, but not limited to, any accident or incident involving a member athlete, a member non-athlete, a guest, spectator, tenant, other entities, or property shall be reported promptly to the proper authorities through the submission of a Report of Occurrence.

3.1. The filing of Reports of Occurrence shall be the responsibility of LSC coaches and club officials.

3.2. Reports shall be made through USA Swimming website.

4. MEET SAFETY – The following shall apply to all OKS sanctioned meets:

- 4.1. The Meet Referee/Meet Director shall have the authority and responsibility to enforce safety on the deck and all venue areas.
 - 4.1.1. Meet Marshals shall be assigned and assist the Meet Referee/Meet Director in this task.
 - 4.1.2. Further authority of Marshals is found in the USA Swimming Rule Book.
- 4.2. The Meet Referee/Meet Director may make adjustments in the program due to any situation, such as weather, that may put safety at risk.
- 4.3. Safety will be enforced from the time the pool facility opens (includes all venue areas) until it closes. The Meet Referee/Meet Director and assistants must insure that this takes place.
- 4.4. A minimum of two (2) Marshals, who report to and receive instructions from the Meet Referee/Meet Director, shall be on deck during the entire warm-up session and any warm-up period break to enforce these safety guidelines and warm-up procedures.
- 4.5. The Meet Referee/Meet Director shall insure that enough Marshals are present to meet the needs of the facility and crowd/swimmers expected.
- 4.6. Penalties for a safety violation may range from verbal warnings to the offender, on up to scratching a swimmer from his/her next event, and/or scratching a swimmer from an entire day's events, or from the meet. Other offenders may be asked to leave the pool deck area. The severity of the safety violation will dictate the action taken by the Meet Referee/Meet Director.
- 4.7. Meet Directors will include in meet bulletins sent in for sanctions and heat sheets specific safety guidance for all venue areas at the pool site that pose a potential safety hazard. For example, these would be bath facilities, slippery decks, warm-up pools, swimmer assembly areas (e.g. gyms).

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001