

Adopted – October 02, 2004



**NEW JERSEY  
SWIMMING**



## WARM-UP PROCEDURES AND GENERAL SAFETY GUIDELINES



**NEW JERSEY SWIMMING**  
**WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES**

**Table of Content**

<b>WUP</b>	<b>Warm – Up Procedures</b>
WUP 1	General Guidelines
WUP 2	Separating Warm – Up
WUP 3	Championship Finals session Warm – Up Procedure for a Prelim/Final Meet
WUP 4	Special Situations
<b>SR</b>	<b>Safety Responsibilities</b>
SR 1	Coaches Responsibilities
SR 2	Officials and Hosting Club Responsibilities
SR 3	Athlete Responsibilities
SR 4	Guest and Spectator Responsibilities
SR 5	Report of Occurrence Forms
SR 6	Emergency Planning
<b>Appendix A</b>	<b>Amending Procedure</b>
<b>Glossary</b>	<b>Glossary of Terminology</b>
<b>Appendix B</b>	<b>Report of Occurrence Form</b>
<b>Appendix C</b>	<b>Accepted USA Swimming Safety Courses</b>
<b>Appendix D</b>	<b>Examples of Certifications</b>
<b>Appendix E</b>	<b>Examples of Emergency Plan</b>
<b>Appendix F</b>	<b>USA Swimming Rules and Regulations Facilities Standards</b>
<b>Appendix G</b>	<b>Example of What to Place in Meet Information, Packet and Programs</b>
<b>Updates</b>	

**NEW JERSEY SWIMMING**  
**WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES**

**WUP Warm – Up Procedures**

**WUP 1**

***General Guidelines***

***WUP 1.1 Course Distinction***

Long Course Meters (LCM), Short Course Meters (SCM), and Short Course Yards (SCY) will follow the same warm up procedures as set forth herein.

***WUP 1.2 Spacing between Swimmers***

The meet host, and coaches shall plan the warm – up session to allow for adequate spacing between swimmers. Meet host shall allow adequate and equal time for all athletes to warm-up. Coaches are responsible for establishing and controlling an adequate distance between swimmers.

**WUP 1.2-1 Designing Warm-ups**

These guidelines shall be used in the planning process of the warm-up session. During the planning process the meet host shall design the warm-up adhering to the following numbers per lane:

	<b>12 and Under**</b>	<b>13 and Over</b>
<b>SCY</b> (25 Yards)	17	15
<b>SCM</b> (25 Meters)	19	17
<b>LCM</b> (50 Meters)	38	33

\*\*If 12 and under swimmers have a combined warm-up with 13 and over swimmers the meet host shall follow the 13 and Over guidelines.

***WUP 1.3 Circle Swimming***

Each swimmer shall swim in a counter-clockwise direction during warm-up and in a warm-down pool.

***WUP 1.4 Entry***

All swimmers shall enter the pool on the designated entry end and on the right side of the starting blocks or lane. The meet director and the New Jersey Swimming Safety Coordinator will determine the designated entry end of the pool. The designated entry end of the pool shall be posted in the meet information. Only two types of entry are acceptable during warm – up, a three point contact entry and a feet first entry. Diving is not permitted unless it is during one way starts consistent with the rule in section WUP 1.7-2.

**WUP 1.4-1 Feet First Entry**

Feet first entry is defined as entering the pool vertically with feet entering the water first. Each swimmer should check if another swimmer is in the entry area before attempting to enter the water.

**WUP 1.4-2 Three Point Contact Entry**

Three-point contact entry is defined as entering the pool while maintaining contact with the pool or pool deck utilizing three different areas of the body prior to entering the pool. Each swimmer utilizing this type of entry should do the following: the swimmer will sit on the deck with feet placed on the gutter or sidewall of the pool. Both hands will be placed at the sides with palms of each hand resting on the deck. Once the swimmer determines the water is clear to enter, the swimmer will slide into the water pushing away from the wall.

***WUP 1.5 Use of Equipment***

Use of equipment shall be prohibited during the general warm-up sessions. Use of equipment is permitted only in designated areas after general warm-up sessions. Designated areas must be in an area where no timing equipment is in the water. If warm-up session is determined by the safety coordinator or safety marshal to be over-crowded use of equipment will be prohibited. Coaches shall supervise with direct line of sight of activity at all times.

# NEW JERSEY SWIMMING

## WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES

### *WUP 1.6 Timing of Warm – Up Sessions*

Warm-up session shall conclude no later than five – (5) minutes prior to the start of the competition for the session. All times for use of the pool must be submitted to the New Jersey Safety Coordinator for approval no later than [5pm] on the day that is 4 days prior to the first day of the meet.

### *WUP 1.7 8 – Lane Pools*

#### WUP 1.7-1 General Warm - Up

Lanes 3, 4, and 5 shall be maintained as general warm – up lanes during the entire warm – up session. These lanes cannot be used for one-way starts or pace.

#### WUP 1.7-2 One Way Starts

(a) One-way starts are defined as starting on the starting end of the pool and swimming to the other end of the pool. Swimmers are not permitted to return in the same lane. No starts are permitted until it is announced via announcement system and the entire lane has been cleared. Relay starts are not permitted. The starting end of the pool has been defined under section “WUP 1.4 Entry.”

(b) The coach shall ensure that the lane is clear before allowing any swimmer to perform a start. Swimmer’s can only swim in one direction and shall exit either on the opposite end or at a minimum of 15 meters from the blocks. While the swimmer is exiting the pool he or she is not allowed to interfere or interrupt other clubs. Coaches are to ensure that appropriate spacing is maintained between the swimmers.

(c) Lanes 7 and 8 may be used as one-way start lanes. The meet host will be responsible for controlling the amount of time the lanes may be used for starts. Lane 6 may also be used if the meet referee and meet director or their designee determines the additional lane is needed to clear the deck space more quickly. Lane 2 may be used for starts only if the deck is not clearing adequately and the Meet Director is able to demonstrate the need for the additional lane. Lane 2 is to only be used as a last resort if time is an issue.

#### WUP 1.7-3 Pace Lanes

Lanes 1 can be used as a pace lane at the request of a coach. The request for use shall be made to the safety marshals. The pace lane should only be used concurrently with start lanes. If the meet director or their designee and meet referee determine an additional lane is needed, lane 2 may be used.

# NEW JERSEY SWIMMING

## WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES

### WUP 1.8            6 – Lane Pools

#### WUP 1.8-1            General Warm - Up

Lanes 2 and 3 shall be maintained as general warm – up lanes during the entire warm – up session. These lanes cannot be used for one-way starts or pace.

#### WUP 1.8-2            One – Way Starts

(a) One-way starts are defined as starting on the starting end of the pool and swimming to the other end of the pool. Swimmers are not permitted to return in the same lane. No starts are permitted until it is announced via announcement system and the entire lane has been cleared. Relay starts are not permitted. The starting end of the pool has been defined under section “WUP 1.4 Entry.”

(b) The coach shall ensure that the lane is clear before allowing any swimmer to perform a start. Swimmer’s can only swim in one direction and shall exit either on the opposite end or at a minimum of 15 meters from the blocks. While the swimmer is exiting the pool he or she is not allowed to interfere or interrupt other clubs. Coaches are to ensure that appropriate spacing is maintained between the swimmers.

(c) Lanes 5 and 6 may be used as one-way start lanes. The meet host will be responsible for controlling the amount of time the lanes can be used for starts. Lane 4 may also be used if the meet referee and meet director or their designee determines the additional lane is needed to clear the deck space more quickly. Lane 1 may be used for starts only if the deck is not clearing adequately and the Meet Director is able to demonstrate the need for the additional lane. Lane 1 is to only be used as a last resort if time is an issue. Also note if lane 1 is used there will be no pace lane.

Please note: Lane 1 is primarily for pace during the time one-way starts are being performed. If pace is requested, Lane 1 shall be used for pace.

#### WUP 1.8-3            Pace Lanes

Lanes 1 may be used as a pace lane at the request of a coach. The request for use shall be made to the safety marshals. The pace lane should only be used concurrently with start lanes.

# NEW JERSEY SWIMMING

## WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES

### WUP 2

#### *Separating Warm – Up*

The meet host may separate the meet warm – up time to allow for adequate spacing between swimmers. The meet host should plan on scheduling a two-minute break between warm – up sessions to allow time for clubs to exit the pool safely. New Jersey Swimming only allows for separation of the warm- up session by age or by club or both. Each session should be reviewed once all entries have been accepted to determine how the warm – up participants should be allocated. The session warm – up separation will need to be determined prior to the start of the meet. Separating warm – up by gender is not permitted unless permission is granted by the New Jersey Swimming Safety Coordinator. Warm – up procedures shall be sent to participating clubs and the New Jersey Swimming Safety Coordinator by 5 PM on the day that is 3 days prior to the meet.

#### *WUP 2.1 Age Determined Warm – Up Session*

Warm – Up session can be separated by age. Age separation can be done by individual age group or by the following are examples of the age group separation:

<u>General Age Separation</u>	<u>Mini Level</u>	<u>Combined Ages</u>
10 and Under	6 and Under	12 and Under
11 and 12	7 and 8	13 and Over
13 and 14		
15 and Over		

#### *WUP 2.2 Club Determined Warm – Up Separation*

Warm – Up sessions separated by club is allowed in two ways, Club Non-Assigned Lanes and Club Assigned Lanes.

##### WUP 2.2-1 Club Non-Assigned Lanes

Club Non-Assigned Lanes is when clubs are **not** assigned lanes and follow the general warm – up guidelines of section WUP 1. Clubs are however, assigned a time when they may utilize the pool for warm – up.

##### WUP 2.2-2 Club Assigned Lanes

Club Assigned Lanes is when clubs are assigned a time to warm – up and a number of lanes based on the size of the entries for each session. Each club will follow the following guidelines:

##### WUP 2.2-2A Lane Usage

Each club will be assigned a lane(s) and may utilize the lane for any of the following: One-Way Starts, Pace, or General Warm – Up.

If more than one club is assigned to the same lane in a particular warm – up session, both clubs shall agree on how the lane is to be used. In the event that the clubs cannot agree, the use of the lane will be determined by the meet director, their designee or meet referee for the entire time the assigned clubs are utilizing the lane.

At the conclusion of a club's allotted time period, the club shall forfeit its assigned lane(s) and immediately exit the pool. No starts or additional laps may be initiated once the allotted time period has expired.

A club(s) may share their assigned lane(s) with another club(s). Participants in the sharing arrangement shall work together in planning the use of the lane(s).

It is the responsibility of club assigned to a lane(s) for its usage and safety during its allotted warm – up time.

**NEW JERSEY SWIMMING**  
**WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES**

WUP 2.2-2B     Entry

Each Club will follow section “WUP 1.4 Entry” for how to enter the pool.

WUP 2.2-2C     Spacing between Swimmers

Each Club will follow section “WUP 1.2 Spacing between Swimmers” to determine the spacing between swimmers.

WUP 2.2-2D     One – Way Starts

One way starts are to be done in a manner that is consistent with sections WUP 1.7-2 (a) and 1.7-2 (b).

WUP 2.3           Combination of Age and Club Determined Warm – Up

The Meet Host can utilize a combination of age and club assigned warm – up. An example of this is as follows:

Warm – Up For Session 1

Age Group:     10 and Under

Time:           0715 - 0745

Warm – Up For Session 1

Age Group:     11 and 12

Time:           0745 - 0815

Lane	Club
1	WYZ
2	ABC
3	DEF

Lane	Club
1	WYZ
2	ABC
3	DEF

**WUP 3**

***Championship Finals session Warm – Up Procedure for a Prelim/Final Meet***

WUP 3.1           Prelim Session Warm – Up Procedure

The prelim session of the meet can utilize any portion of these warm – up procedures.

WUP 3.2           Final Session Warm – Up Procedure

During the final session of the meet the general warm – up guidelines should be utilized (WUP 1 General Guidelines).

**WUP 4**

***Special Situation or Alternative Warm-up Proposal***

If the host club would like to use an alternative meet warm-up procedure, requests for approval of the proposed alternative procedure should be submitted in writing to the New Jersey Swimming Safety Coordinator one week prior to the start of a meet. The Meet Director will be required to provide a Hy-tek Meet Manager Back-up file with the request. Approval must be granted before proposed alternative warm – up procedure can be used. Alternative Warm-up Proposal is defined as a warm-up format other than what is listed in this policy.

Types of special situations are as follows:

1.     National Championships
2.     Sectionals
3.     Junior Nationals
4.     A pool with fewer than 6 lanes
5.     A pool with more than 8 lanes

WUP 4.1           *Open Water*

Open Water events are required to follow the national guidelines for open water swimming. These guidelines can be found at USA Swimming Headquarters or on USA Swimming Website.

Clubs shall give USA Swimming adequate time to send procedures. New Jersey Swimming requires clubs to acquire the national guidelines for open water swimming before meet information is sent to clubs.

**NEW JERSEY SWIMMING**  
**WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES**

**SR Safety Responsibilities**

**SR 1 Coaches Responsibilities**

*SR 1.1 USA Swimming Rules and Regulations*

All rules and regulations shall be followed during the entire meet.

SR 1.1-1 Specific Rules and Regulations

Article 502.4.3

Anyone who coaches athletes at a USA Swimming practice or competition, must be a coach member of USA Swimming and must have satisfactorily completed safety training and background screening required by USA Swimming.

Article 502.4.5

Anyone who registers for the first time as a coach member, shall complete coaches education required by USA Swimming prior to receiving his/her coach membership for the second year.

*SR 1.2 General Safety Guidelines*

Coaches shall act in a safe manner and demonstrate appropriate sportsmanlike behaviors. Coaches are to assist the meet host by adhering to all safety rules and regulations established by the facility, state and local governments, USA Swimming and the LSC. Coaches shall help in keeping the deck clear. Only Host club personnel, officials working the meet, athletes participating in the meet and coaches are permitted on the pool deck. Timers are only permitted on deck during the time assigned to work and shall remain in assigned areas.

SR 1.2-1 Reporting Injuries and Incidence

All injuries and incidences of any type shall be reported to the meet director or their designee immediately. Proper paper work (as detailed in SR 5) shall be filled out and turned into the meet director immediately after the injury is treated or incident is under control. Coaches should provide proper and appropriate treatment for all injuries within the scope of their training and ensure proper personnel are summoned to properly treat or handle any injury or incident.

SR 1.2-2 Entering a Venue

All coaches are required to display their credentials to host club representatives upon entering the venue for their inspection. Coaches are responsible for ensuring their credentials are valid. All coaches found to have invalid credentials will only gain entry in the venue as a spectator and shall follow all guidelines regarding spectators.

SR 1.2-3 During a Meet

All coaches are required to display their credentials for inspection to the meet director or their designee or meet referee upon request from those individuals.



# NEW JERSEY SWIMMING

## WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES

### *SR 1.3 Warm – Up Guidelines*

Established warm – up procedures shall be adhered to. A coach shall have direct line of site of his or her athletes during warm - up.

#### SR 1.3-1 During One – Way Starts

One – Way starts can only be performed during designated times and only after lanes assigned for one – way starts has been cleared. One – Way start lanes shall be announced by the meet host before lanes can begin to be cleared. If a coach feels additional lanes for starts are need he or she shall request an additional lane with the Meet Director or their designee. The Meet Director or their designee is the only person permitted to open lanes for one – way starts. An empty lane does not constitute permission for use of lane for one – way starts.

### *SR 1.4 Checking Credentials*

The Meet host is required to check all credentials of coaches and officials wishing to gain entry into the venue. Any official or coach who refuses to present their credentials upon request shall be reported to New Jersey Swimming Safety Coordinator. Those coaches and officials who do not present their credentials will be considered spectators and shall follow all guidelines regarding spectators.

#### SR 1.4-1 Valid and Invalid Credentials

If clarification on validity of a credential is needed, the registration and membership chair of New Jersey Swimming or their designee shall have the final interpretation on what is valid or invalid.

An example of a valid credential is contained in appendix D. Each credential must be checked for dates and color.

Credentials are only valid if date indicating membership expiration or valid expiring date is after the last day of the meet.

Valid credentials mean all USA Swimming safety, background screening and education requirements have been satisfied and membership into USA Swimming has been acquired by the individual.

### *SR 1.4 Athletes without a coach*

All athletes without a coach attending the meet shall be required to check in at the meet check – in desk prior to warm – up. The meet host will assign these athletes to a club with a coach during warm – up. The default club will be the host club for all assignments of athletes. Coaches unable to attend a meet should arrange to have their athletes supervised by another credentialed coach in advance of a meet taking place. New Jersey Swimming can require that coaches fill out a form indicating if they are not attending a meet and which coach will have responsibility for their athletes

**NEW JERSEY SWIMMING**  
**WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES**

**SR 2**

***Officials and Hosting Club Responsibilities***

**SR 2.1**            *USA Swimming Rules and Regulations*

All rules and regulations shall be followed during the entire meet.

**SR 2.2**            *General Safety Guidelines*

Officials and Hosting Club members shall act in a safe manner and demonstrate appropriate sportsmanlike behaviors. Officials and hosting club members are to adhere to all safety rules and regulations established by the facility, state and local governments, USA Swimming and the LSC. Officials and meet personnel shall help in keeping the deck clear. Only Host club personnel, officials working the meet, athletes participating in the meet and coaches are permitted on the pool deck. Timers are only permitted on deck during the time assigned to work and shall remain in assigned areas.

**SR 2.2-1**            Reporting Injuries and Incidence

All injuries and incidences of any type shall be reported to the meet director or their designee immediately. Proper paper work shall be filled out (as detailed in SR 5) and turned into the meet director immediately after the injury is treated or incident is under control. Officials and meet personnel should ensure proper personnel are summoned to properly treat or handle any injury or incident. Officials and meet personnel shall notify the athlete's coach of any incident or injury.

**SR 2.2-2**            Entering a Venue

All officials are required to display their credentials to host club representatives upon entering the venue for their inspection. Officials are responsible for ensuring their credentials are valid. Any official found to have an invalid credential will only gain entry in the venue as a spectator and shall follow all guidelines regarding spectators.

**SR 2.2-3**            During a Meet

All officials are required to display their credentials for inspection to the meet referee upon their request.

**SR 2.2-4**            Conclusion of the Meet

The Meet Director shall be responsible for ensuring that all Report of Occurrence forms are filled out and submitted to the appropriate organizations and the New Jersey Swimming Safety Coordinator no more than 10 Days after the conclusion of the meet. The meet director shall check with the facility management after the conclusion of the meet to request all reports of injury or incidence reported to the facility that are associated with the activity of the meet.

**SR 2.3**            *Warm – Up Guidelines*

Established warm – up procedures shall be adhered to. A minimum of one official familiar with warm – up guidelines shall observe all sessions of warm – up. It is the responsibility of the Meet Director or their designate to provide an appropriate official for this responsibility.

**SR 2.4**            *Meet Information and Programs*

Meet information packets for coaches shall have written guidelines as to how warm – up is to operate. The meet host should also include an emergency plan in the meet program, which the coaches and spectators receive. The emergency plan should include instructions on egress points as well as where to go in the event of an emergency.

# NEW JERSEY SWIMMING

## WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES

### *SR 2.5 Meet Staffing*

A minimum of two people shall be assigned to the warm – up session to assist coaches and officials in directing swimmers to the proper areas to enter the pool and to report unsafe or unsportsmanlike behaviors to the meet director or their designee and meet referee. USA Swimming Rules and Regulations consider these personnel Marshals as defined. Please refer to the USA Swimming rulebook. The following rules apply directly to Marshals: Article 102.18.

### *SR 2.6 Checking Credentials*

The Meet host is required to check all credentials of coaches and officials wishing to gain entry into the venue. Any official or coach who refuses to present their credential upon request shall be reported to New Jersey Swimming Safety Coordinator. Those coaches and officials who do not present their credentials will be considered spectators and shall follow all guidelines regarding spectators.

#### *SR 2.6-1 Valid and Invalid Credentials*

If clarification on validity of a credential is needed, the registration and membership chair of New Jersey Swimming or their designee shall have the final interpretation on what is valid or invalid.

An example of a valid credential is contained in appendix D. Each credential must be checked for dates and color.

Credentials are only valid if date indicating membership expiration or valid expiring date is after the last day of the meet.

Valid credentials mean all USA Swimming safety, background screening and education requirements have been satisfied and the individual has acquired membership into USA Swimming.

### *SR 2.7 Athletes without a coach*

All athletes without a coach attending the meet shall be required to check in at the meet check – in desk prior to warm – up. The meet host will assign these athletes to a club with a coach during warm – up. The default club will be the host club for all assignments of athletes. Coaches unable to attend a meet should arrange to have their athletes supervised by another credentialed coach in advance of a meet taking place. New Jersey Swimming can require that coaches fill out a form indicating if they are not attending a meet and which coach will have responsibility for their athletes

### *SR 2.8 Coaches Meetings*

Coaches meetings shall not be held during the warm-up sessions.

## **SR 3**

### ***Athletes Responsibilities***

#### *SR 3.1 USA Swimming Rules and Regulations*

All rules and regulations shall be followed during the entire meet.

##### SR 3.1-1 Specific Rules and Regulations

###### Article 102.10.3

Any Swimmer who acts in an unsportsmanlike or unsafe manner within the swimming venue may be considered for appropriate action or penalty by the referee.

#### *SR 3.2 General Safety Guidelines*

All athletes shall check with their respective coach for established policies regarding safety.

##### SR 3.2-1 Reporting Injuries and Incidence

All injuries of any type and incidences shall be reported to the meet director or their designee and your coach immediately.

#### *SR 3.3 Warm – Up Guidelines*

Established warm – up procedures shall be adhered to. All athletes shall follow all safety directions and procedures.

# NEW JERSEY SWIMMING

## WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES

### *SR 3.4 Athletes without a coach*

All athletes without a coach attending the meet shall be required to check in at the meet check – in desk prior to warm – up. The meet host will assign these athletes to a club with a coach during warm – up. The default club will be the host club for all assignments of athletes.

### **SR 4** *Guests and Spectators Responsibilities*

#### *SR 4.1 USA Swimming Rules and Regulations*

All rules and regulations shall be followed during the entire meet.

#### *SR 4.2 General Safety Guidelines*

Spectators shall act in a safe manner and demonstrate appropriate sportsmanlike behaviors. Spectators are to adhere to all safety rules and regulations established by the facility, state and local governments, USA Swimming and the LSC. Spectators are asked to stay off the pool deck at all times with the exception of when the spectator is requested by the meet host to assist with timing of the meet. Only Host club personnel, officials working the meet, athletes participating in the meet and coaches are permitted on the pool deck. Timers are only permitted on deck during the time assigned to work and shall remain in assigned areas. The Chief timer will assign timers to their areas.

#### SR 4.2-1 Reporting Injuries and Incidence

All injuries of any type and incidences shall be reported to the meet director or his or her designee and your coach immediately.

#### *SR 4.3 Defining what is a Guest or Spectator*

A spectator or guest is a person who is not a valid USA Swimming club coach, a valid USA Swimming official working the meet, a person who is hosting the meet or a valid USA swimming competitor participating in the meet. Spectators are required follow all direction given from their respective coach and meet personnel.

### **SR 5** *Report of Occurrence Forms*

Appendix B will explain how to fill out the report of occurrence form and where to send the form for processing. It is the responsibility of coaches, officials and meets staff to use the correct and most up-to-date forms. The New Jersey Swimming Safety Coordinator will be responsible for collecting the forms and maintaining all records received from the report of occurrences submitted. The New Jersey Swimming Safety Coordinator will also be responsible for having an up-to-date form on file for those who request the form.

### **SR 6** *Emergency Planning*

Each Club should establish an emergency plan for all meets they will host. Each club should contact the facility being used and the New Jersey Safety Coordinator to assist in the planning of the emergency plan. All plans will need to include all policies of the facility, and state and local laws regarding emergency procedures. All host clubs need to be aware that in the event of an emergency all facility procedures should be adhered to.

# NEW JERSEY SWIMMING

## WARM – UP PROCEDURES AND GENERAL SAFETY GUIDELINES

### *Appendix A*

#### ***Amending Procedures***

Any coach member or member of the Board of Directors and House of Delegates are permitted to submit changes to this procedure. Changes shall be submitted in writing to the New Jersey Swimming Safety Coordinator.

Two seasons are recognized: Long Course Season and Short Course Season

The Long Course Season runs from May 15 through October 14

The Short Course Season runs from October 15 through May 14

This was established to coincide with House of Delegate meetings.

Once the Safety Coordinator receives the request, it will be reviewed and brought to the attention of the Board of Directors or Executive Board. The Board of Directors or Executive Board and the safety coordinator will review the request and vote to amend the safety procedures or to veto the request.

If the request is vetoed a written explanation will be sent to the person requesting the change within 14 business days of the decision.

If the request is approved the policy will not take effect until the following season. Policy changes deemed, as “Emergency Legislation” will take effect immediately. The Board of Directors or Executive Board with advisement from the New Jersey Swimming Safety Coordinator is the only entities permitted to deem a policy change as “Emergency Legislation.”

#### **Please Note:**

The following sections have been listed separate from this policy for ease of viewing and use. This policy is saved in its entirety with the Safety Coordinator of New Jersey Swimming. Each section below is available for all members of New Jersey Swimming.

### **Glossary**

#### **Appendix B**

#### **Report of Occurrence Form**

#### **Appendix C**

#### **Accepted USA Swimming Safety Courses**

#### **Appendix D**

#### **Example of Certifications**

#### **Appendix E**

#### **Example of Emergency Plans**

#### **Appendix F**

#### **USA Swimming Rules and Regulations Facilities Standards**

#### **Appendix G**

#### **Example of What to Place in Meet Information, Packet and Programs**

### **Updates**

Adopted: October 02, 2004

Revised: July 11, 2005

April 26, 2006

July 12, 2006

September 14, 2006

January 24, 2008 – House Keeping to comply with USA Swimming Rule Changes

January 28, 2009 – House Keeping to comply with USA Swimming Rule Changes

April 22, 2009