

Introduction

- This Meet Marshal Training Guide has been developed to assist in understanding your role as a Meet Marshal at USA Swimming sanctioned events.
- This Guide will give you a basic understanding of the role and the importance of the Meet Marshal to both USA Swimming and the LSC.
- You will gain additional expertise and confidence while working on deck at meets.
- It is suggested that all Meet Directors, Safety/Operational Risk Chairs and Meet Referees read through this Guide.

Meet Marshal Requirements

- Must be at least 18 years old
- Must be affiliated with a USA Swimming member club

Meet Marshal Position Description

- A Meet Marshal is a required meet official whose responsibility is to enforce warm-up procedures and maintain order in the swimming venue.
- Safety in the swimming venue is the priority.
- The role is described in the USA Swimming Rules & Regulations Article 102.19.

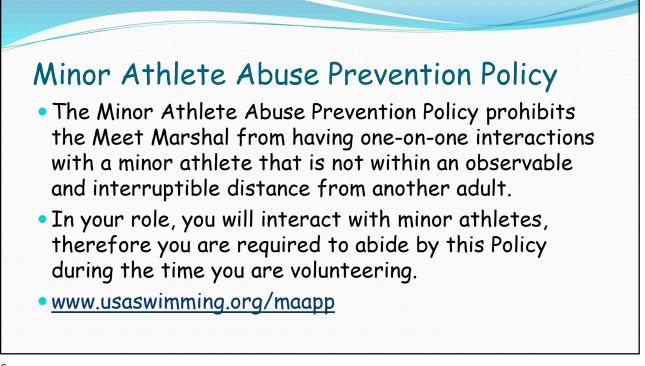
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USA Swimming Rules & Regulations Article 102.19

Marshals shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshal shall have full authority to warn or order to cease and desist, and with concurrence of the Referee to remove or have removed from the venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

About the Role

- The Meet Marshal shall have full authority to warn or order to cease and desist, and with concurrence of the Referee to remove or have removed from the venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- Meet Marshals should be friendly and have a smile on their face as they walk about the swimming venue.
- The Meet Marshal is a representative of the host club and the sport of swimming.
- Meet Marshals are recruited/assigned by the Meet Safety Officer and report to the Meet Referee.



Upon Arrival at the Facility

- Be on the pool deck 15 minutes prior to the start of warm-ups.
- Report to the Meet Referee and/or Meet Safety Officer discuss preferred warm-up positions and warm-up guidelines.
- Locate the first-aid equipment/emergency action plans/lifeguards so that you can access the equipment, if necessary, participate in an emergency action plan and communicate with the lifeguards as needed.
- It is important to know who will activate the emergency action plan if needed.

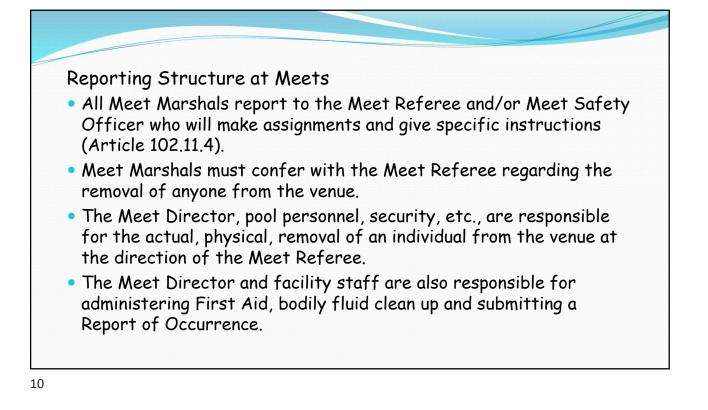
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Generally

- Warm-ups should not start without the Meet Marshals on deck.
- Meet Marshals are also required during time trials.
- Meet Marshals should have a radio to communicate, if available, but must be on a different channel than meet officials.
- Meet Marshals are required to wear identifying attire as designated by the LSC.
- A minimum of 2 Meet Marshals, at least one of each gender required. Lifeguards are not Meet Marshals and may not serve in that role.
- Athletes with disabilities may have a Personal Assistant. The Personal Assistant must be a credentialed member of USA Swimming.

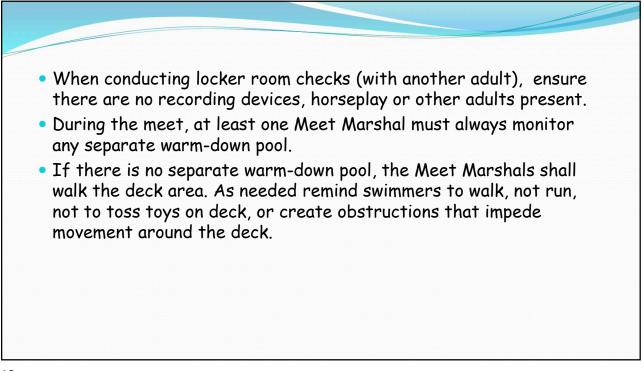
Phones, Cameras, Recording Devices

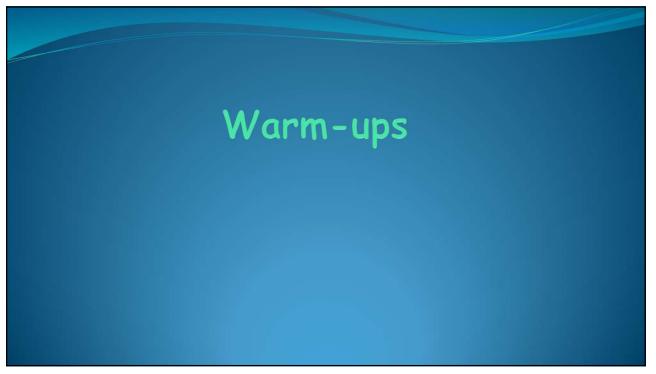
- Meet Marshals should not use a cell phone while on duty.
- Meet Marshals should focus on the pool and the job at hand.
- Cell phones are also not allowed behind the starting blocks by anyone at the meet.
- Remind timers and any others behind the blocks that cell phones must be put away.
- If anyone refuses to comply, report the issue to the Meet Referee right away.
- Notify the Meet Referee/Meet Director any time you warn about cell phone or camera use.
- If there is a credentialed photographer at the meet, the photographer can only photograph from behind the starting blocks after the swimmers are in the water.



Responsibilities

- Observe the warm-up lanes with eyes on the pool at all times.
- Observe for inappropriate people on the pool deck
- Only credentialed swimmers, coaches, officials and meet volunteers are allowed on the pool deck.
- Credentialed means the individual has current certifications and has been approved by the Meet Director or Meet Referee.
- Some meets will provide wrist bands or other identification to be on deck.
- Parents are to remain in the spectator area.
- Marshals are to direct uncredentialed people to leave the deck immediately.



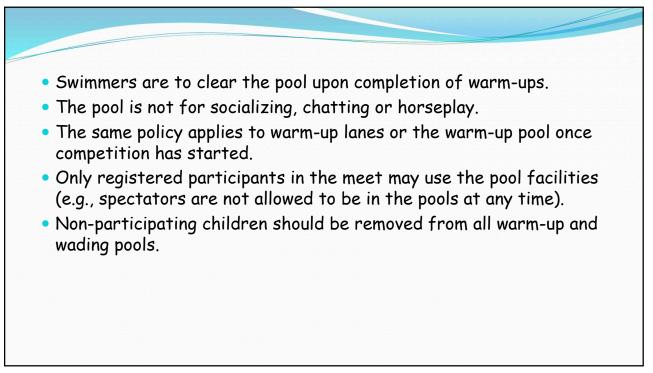


Positioning of Marshals during Warm-up

- When there are two Meet Marshals:
 - One Meet Marshal should be at the start stand corner of the pool observing the warm-up.
 - The other Meet Marshal should be located diagonally across the pool.
 - Each Meet Marshal is responsible for an "L-shape": the two sides of the pool nearest them.
- If there are four Meet Marshals, each may take a quadrant on the pool during warm-up
- When only two to four Marshals are assigned, priority is given to observing warm-ups.

Meet Warm-ups

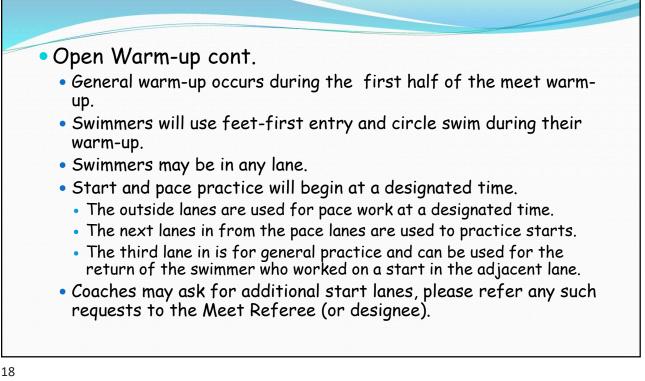
- Warm-up procedures/lane assignments will vary by meet depending upon the type of warm-up format is being followed at the meet:
 - Clubs are assigned to specific lanes for warm-up at specific times, or
 - General warm-up where the pools is open to all swimmers in the meet can with no specific assignments.
- All swimmers MUST be supervised by the swimmer's coach during warm-ups.
- Meet Marshals will observe all warm-up lanes to ensure swimmers are following warm-up procedures safely.



Types of Warm-up Sessions

- Assigned Warm-up
 - Clubs will be assigned lanes and the exact warm-up times.
 - Swimmers will use feet-first entry and circle swim during their warm-up.
 - Each club determines its warm-up procedures within its assigned lanes.
- Open Warm-up
 - Teams are not assigned specific lanes or times.





Backstroke Ledge Starts during Warm-up

- Backstroke ledges may be used for starts during warm-up.
- The swimmers may or may not have experience using a backstroke ledge.
- Backstroke ledges should be used in a separate start lane.
- There should be additional coaches/staff to assist with the use of the backstroke ledges for practice starts during warm-up.
- Backstroke ledge use is the responsibility of the swimmers and coaches.



Positioning during Competition

- If there is a separate warm-up pool, at least one Meet Marshal should be stationed at the warm-up pool at all times.
- Locker room should be checked regularly by two adults of the same gender.
 - If two to four Meet Marshals are present, locker room checks begin during competitions.
 - In a meet where there are more than four Meet Marshals, locker room checks can be scheduled every 30 minutes.
- If there are breaks during competition and the pool is open for warm-ups, the Meet Marshals must be on deck in the "L shape" positions.

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During the meet

- Avoid walking the pool deck with other Meet Marshals unless a specific inspection requires a witness.
- Never have your back to the pool.
- You may meet and discuss issues or concerns with other Meet Marshals but face the pool at all times.
- Rotating positions frequently helps keep all Meet Marshals alert.
- Never leave the warm-down pool unattended when rotating positions.
- REMEMBER: Diving boards are <u>never</u> to be used at a meet and starting blocks should <u>never</u> be used in the warm-up pool.

Meet Marshals should not...

- Respond to emergency medical situations.
 - Meet Marshals should report problems to the Meet Referee and Meet Director
 - Meet Marshals should direct swimmers and others in safe on-deck behaviors
 - Meet Marshals should follow the directions of the Meet Referee and Meet Director
- Meet Marshals <u>cannot</u> be coaches or the Meet Director in the session in which they are serving as a Meet Marshal.

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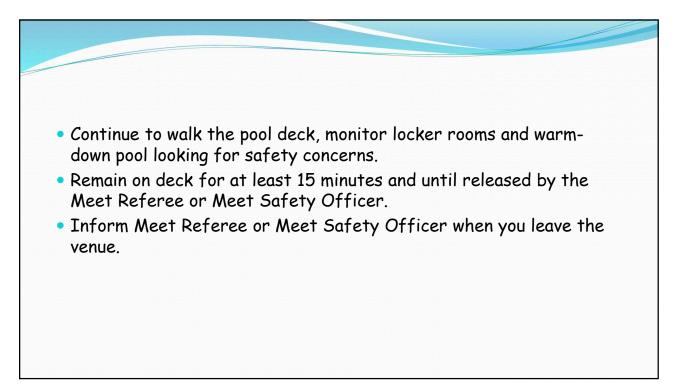
What to look for:

- Sportsmanship Bullying or taunting is prohibited at all times. If you observed this behavior, intervene. Inform the Meet Referee or Meet Director so they can handle it further.
- Additional Safe Sport Issues:
 - Rubdowns, massages, and athletic training modalities are not allowed except by a licensed professional. Coaches may not perform these modalities to include stretching. If you observe a coach performing one of these, immediately report it to the Meet Referee or Meet Director.
 - Swimmers may not sit on the lap of any non-family member, coach or official. Remind the adult involved about this prohibition and report the behavior to the Meet Referee or Meet Director.

What to look for cont.

- Deck Hazards
 - Report to the Meet Referee any unsafe areas on deck, including loose wires, slippery areas, loose blocks or over crowding of swimmers in a lane.
 - Be alert for electronic equipment cords/pad cords/buttons, etc., that may fall into the pool during warm-up
 - Remove any glass bottles/vessels, etc., that you may see on deck.
- Rude or Disrespectful Behavior
 - This includes, without limitation, profanity, even if not directed at the Meet Marshal or another meet official.

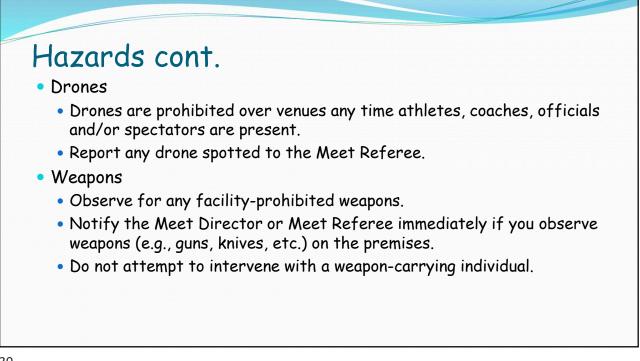






Hazards

- Locker Rooms
 - Locker rooms should be surveyed per the Safe Sport Locker Room Monitoring requirements of the Minor Athlete Abuse Prevention Policy.
 - Cameras, cell phones or other electronic recording devices are not allowed to be used in locker rooms.
 - If you see anyone taking pictures or possibly recording in the locker rooms, report the person and the activity to the Meet Referee.
 - Do not permit the person to remain in the locker room.
 - Ask a nearby bystander to go to the officials table and get the Meet Referee to come to the locker room immediately or use your radio to get assistance.
 - Do not physically touch the person.



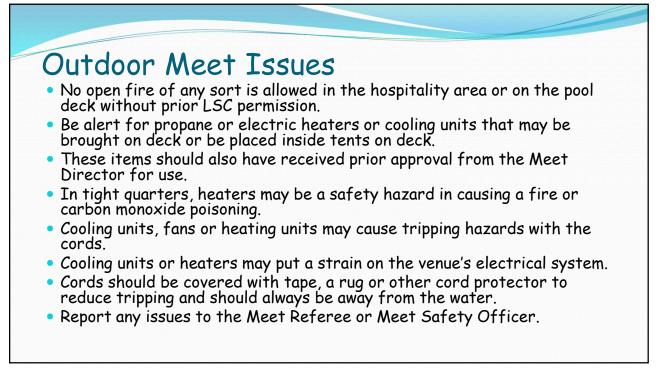
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Hazards cont.

Bulkheads

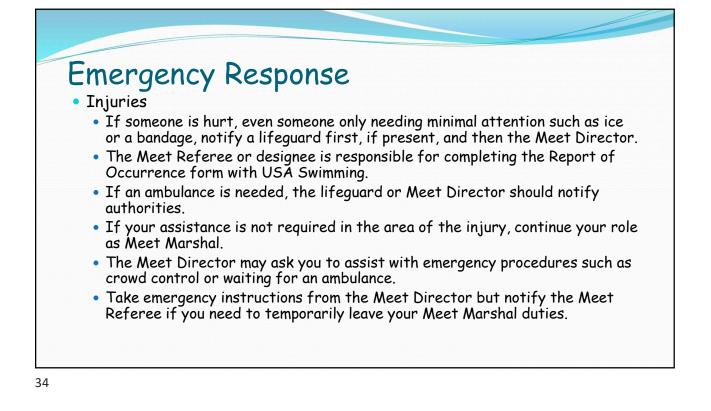
- Swimming under the bulkhead is extremely dangerous.
- There should be a lane line in place to prevent swimmers from swimming directly next to a bulkhead.
- When under the bulkhead a swimmer is hidden from view.
- A swimmer could get caught underneath and not be able to get free, which could result in a serious medical emergency and drowning risk.
- Swimmers are permitted one warning. If a swimmer continues to swim under the bulkhead they should be removed from the venue (with concurrence of the Meet Referee).
- Only meet officials can walk across the bulkhead unless the bulkhead is also a
 general meet walkway.
- Meet Marshals and lifeguards are considered meet officials for this purpose.





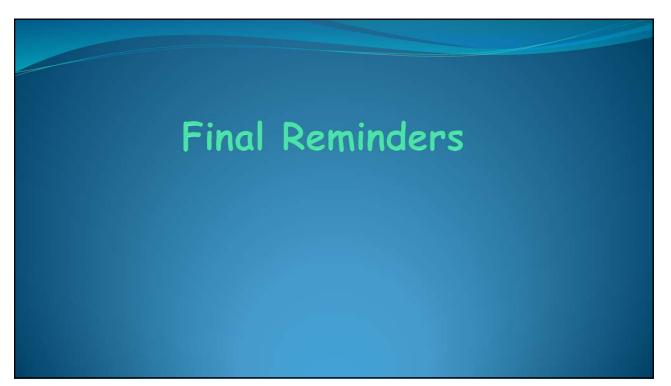
Emergencies

- All directives should come from facility personnel, the Meet Referee or the Meet Director.
- The Meet Marshal will take direction from the Meet Referee and may be asked to assist facility staff and the Meet Director, depending on the emergency.
- The meet announcer may be instructed to make public announcements to participants and spectators.
- Depending on the circumstances, the pool area, facility or both may be evacuated under the direction of lifeguards, meet personnel and/or emergency responders.



Emergency Response cont.

- Bodily Fluids and Biohazards
 - If you notice bodily fluids or biohazards, notify the Meet Referee and Meet Director.
 - Bodily fluids or biohazards must be cleaned up as quickly as possible.
 - Prevent others from accidentally coming into contact with the substance.
 - If the substance prevents swimmers from safely entering or exiting the competition pool, the meet should be delayed until clean-up is completed.
 - It is not the responsibility of the Meet Marshal to complete the cleanup process. It is the responsibility of the Meet Marshal to help protect others from exposure.



Final Reminders

- Go to the Meet Referee or Meet Safety Officer with any questions.
- When you are having issues with individuals not wanting to follow the safety guidelines, you have the authority to take action. However, remember you work under the direction of the Meet Referee.
- Always keep the Meet Referee informed.