

Central California Swimming

Swimming in the Heart of California



Safety Handbook

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INTRODUCTION

The Central California Swimming (CCS) Safety Book is designed to be a quick reference guide of policies, ideas, and checklists for CCS Swim Clubs. This book contains numerous excerpts from USA's Swimming's Safety/Loss Control Manual and should be used in conjunction with that manual. Included in this handbook are job descriptions for various safety positions within the LSC.

**This handbook is not a remedy to all the safety related issues and should not be used as such.

LSC SAFETY CHAIR

LSC Safety Chair Job Description as defined in SECTION 3a in the USA Swimming Safety/Loss Control Manual:

It is the LSC Safety Chair's responsibility to promote safety throughout the LSC swimming community and to promote safety as a part of the LSC philosophy.

- ❖ Chairs a committee that develops safety education programs for the LSC and makes recommendations to the LSC Board of Directors
- ❖ Liaison between USA Swimming/LSC and club safety chairs
- ❖ Responsible for providing reports of injuries within the LSC at each LSC Board and House of Delegates meeting as requested
- ❖ Provides input and periodically reviews LSC warm-up guidelines
- ❖ Responsible for arranging and/or conducting water safety training as needed in the LSC
- ❖ Communicates regularly with Club Safety Chairmen
- ❖ Contact USA Swimming, with knowledge of the General Chairman, unless otherwise agreed to, with safety questions and concerns.
- ❖ Disseminates safety information and required forms to all member clubs, coaches and officials of the LSC
- ❖ Provide information for compliance with USA Swimming National rules and LSC rules
- ❖ Is committed to safety by periodically refining and reviewing the LSC Safety programs and club level programs
- ❖ Reviews completed Report of Occurrence Forms, making suggestions on how to prevent re-occurrence
- ❖ Promotes safety as a topic to be discussed at coaches' and officials' pre-meet meetings
- ❖ Prepares and distributes facility checklists, safety checklists and emergency action plans to be used by clubs

Section 3b The Role of the LSC Safety Chair:

The key player in this effort is, by necessity, the LSC Safety Chair. According to the USA Swimming Rules and Regulations, "The Safety Education Chair shall be responsible for coordinating water safety training opportunities as needed in the LSC. He/she shall be responsible for the dissemination of USA Swimming safety education information to all member clubs, coaches and officials. He/she shall chair a committee which develops safety education programs for the LSC and makes recommendations for the implementation of these programs to the Board of Directors."

The LSC Safety Chair is the “point man” in the communication network between the national organization and the grassroots efforts. This individual contacts the National Headquarters with safety questions and concerns, relays policy decision to the LSC’s safety program. A strong leader in this position spells success for the LSC’s overall safety program.

CLUB SAFETY COORDINATOR

Club Safety Coordinator Job Description as defined in SECTION 2a in the USA Swimming Safety/Loss Control Manual:

- ❖ Each USA Swimming Club shall appoint an Active Individual Member to be a Club Safety Coordinator. The Club Safety Coordinator shall be responsible for disseminating safety education information received from USA Swimming and the LSC to the Club’s athletes, coaches and other members and shall make recommendations to the Club concerning safety policy and its implementation. The Club Safety Coordinator shall make contact with the LSC Safety Chair and make reports requested by the LSC Safety Chair.
- ❖ The Club Safety Coordinator should report to the Club’s Head Coach and Parent Board. A safety plan specific for each facility and phase of the program should be developed. In addition to reviewing the club’s safety plan, the Club Safety Coordinator needs to be involved in pool inspections, identifying dangerous conditions and implementing processes to correct; educating parents for the role of swim meet Safety Officer or Marshall.
- ❖ The Club Safety Coordinator needs to be involved or aware of every accident involving any of the club’s facilities or members. The Coordinator shall work with the coaches, parents, board and meet management staff to promote the importance of the Report of Occurrence and ensure its timely completion.
- ❖ The Club Safety Coordinator should keep on file all correspondences from LSC Chair and Report of Occurrences

MEET SAFETY MARSHAL ROLES AND RESPONSIBILITIES

Responsibilities and Requirements:

- ❖ Appointed Safety Marshals must be members of USA Swimming.
- ❖ The position of Safety Marshal is to be preformed by individuals age 18 or older. Safety Marshals shall engage in no other duties while serving as Safety Marshal. Meet Directors, officials, or other assigned personnel are not permitted to serve as Safety Marshal.
- ❖

- ❖ During warm-ups, the Safety Marshal is required to be on deck prior to and during the entire warm-up session. Shall enforce warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up procedures. The Safety Marshal 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.

Pre-Meet Roles:

- ❖ Post several area maps showing locations and phone numbers of nearest hospital or emergency clinic. This SHALL be posted at the main entrance to natatorium and at least one other appropriate location with a couple of copies available at the first aid station.
- ❖ Post several copies during the swim meet of a map showing the location of the:
 - ❖ First Aid Station
 - ❖ Spinal Backboard
 - ❖ Blankets/Towels
 - ❖ Rescue Implements
- ❖ Perform a detailed walk through of the meet facilities to identify potential hazard areas (such as slip areas, head bangers, trip hazards...). Take corrective action for all identified hazard areas.
- ❖ Review safety checklist with meet referee.

During the Swim Meet:

- ❖ Shall enforce warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up procedures. Including any, separate warm-up/warm down area used during the meet.
- ❖ The Safety Marshal should be clearly visible by wearing a fluorescent vest prior to and during the meet.
- ❖ Ensure the First Aid Station is identified and accessible throughout the meet.
- ❖ Approximately every 2 hours walk through all areas of the meet to identify potential hazards (horseplay, slippery floors, etc...)
- ❖ Upon being advised by any person (parent, swimmer, coach, etc.) of a safety hazard, the Safety Marshal shall investigate and take any immediate action to correct the hazard.
- ❖ Each accident requires that a Report of Occurrence form be completed.
- ❖ During cold weather shall monitor the use of any heating device (refer to guidelines found on the CCS website)

Post Meet:

- ❖ Complete and return report of occurrence forms to USA Swimming, Risk Management Services, Inc., and the LSC Safety Chairman.
- ❖ Report any hazards too be corrected by facility personnel to facility management.

SAFETY PREPERATION AND PROCEDURES FOR MEET DIRECTORS AND SAFETY MARSHALS

Preparation:

Contact the facility Manager and set up a meeting to discuss:

- ❖ Local Emergency numbers: Police, Fire and EMS.
- ❖ Support of the facility staff such as Lifeguards, Security and Janitorial.
- ❖ Location of the Emergency Exits
- ❖ Evacuation Procedures for the Facility. There should be evacuation routes to a secure location outside the facility and an evacuation route to a secure location inside the facility.
- ❖ Facility Emergency Plan, how it works and how the meet staff will be integrated into the plan.
- ❖ Location of the First Aid Treatment Area and location of all emergency equipment such as fire suppression, AED and first aid.
- ❖ Determine the location emergency personnel will enter the facility.

In the Event of an Emergency:

- ❖ Allow the facility staff to do their job and follow what the facility manager advised you to do.
- ❖ Seek the assistance of swim coaches and officials.
- ❖ Make sure all coaches and officials are aware of the emergency exits.
- ❖ Know how long it would take Emergency Personnel to arrive at your facility.
- ❖ Remain calm and keep control of the situation as best you can.

Crowd Control:

- ❖ Always keep calm, listen attentively, and ask the person to sit down.
- ❖ If someone is causing a disruption or you think they will have the potential to, escort them to an area away from everyone else to discuss the issue in private.
- ❖ Do not grab a disgruntled person
- ❖ Keep established rules in mind
- ❖ Answer all questions carefully and make sure your answers are consistent with the established rules.
- ❖ If someone becomes violent, GET AWAY FROM THE SITUATION and call the police.
- ❖ Give the person options that are consistent with the established rules in solving the situation.
- ❖ If someone has a problem with a particular rule explain how properly to get the issue resolved.
- ❖ Remember, you are not a POLICE OFFICER.
- ❖ Never use inappropriate language or raising your voice.
- ❖ Remember, some people will not agree with your decision or remedy.

- ❖ Allow the person to express their opinion in a private area of the facility
- ❖ Never be in the room with the person by yourself.

Parking Areas:

- ❖ Check to see if the facility requires you to staff for parking attendants.
- ❖ Make sure all personnel that are working in the Parking Area are wearing fluorescent vests.
- ❖ Use safety cones or other types of equipment to block off areas where vehicles should not pass or park.
- ❖ Have a flashlight or something that will draw attention to the Parking Attendants with each Attendant.
- ❖ Have multiple Parking Attendants working the same area.
- ❖ Remind Parking Attendants to STAY ALERT.

WARM UP GUIDELINES

General Guidelines:

- ❖ Marshals shall have the authority through the Meet Director.
- ❖ There shall be one Chief Marshall
- ❖ There shall be one Marshall assigned to supervise the deck in each warm-up course made available during pre-meet warm-up directly prior to competition.
- ❖ There shall be one Marshall assigned to each starting block opened for printing in warm-up courses.
- ❖ During those times when other warm-up courses are open, there shall be one Marshall or one lifeguard supervising that warm-up.
- ❖ Coaches SHALL stand at the starting end of the pool when verbally starting swimmers on sprint or pace work.
- ❖ Coaches MUST maintain verbal and visual contact with their swimmers throughout the warm-up period.
- ❖ Starting blocks should be covered in such a way as to safely prevent swimmers from mounting blocks that are not to be used.
- ❖ The announcer will announce changes that are necessary. Changes in the warm-up procedure may be made in the interest of the safety of the swimmer.

General Warm-up Period:

- ❖ The first thirty (30) minutes shall be allocated for general warm-up in all lanes.
- ❖ There will be NO DIVING allowed during general warm-up.
- ❖ Swimmers wishing to use equipment shall use the outside lanes.

Specific Warm-up Period:

- ❖ The last 15-40 minutes shall be allocated for specific warm-up in designated lanes.
- ❖ Lanes shall be designated as sprint, pace and general:

- Eight lane pools – pace work in lanes 1 & 8, sprint in lanes 2 & 7, general in lanes 3, 4, 5, and 6.
- Seven lane pools- pace work in lanes 1 & 7, sprint in lanes 2 & 6, general in lanes 3, 4, & 5.
- Six lane pool – pace work in lanes 1 & 6, sprints in lanes 2 & 5, general in lanes 3 & 4.

Limited Warm-up Period:

- ❖ Meets being held at a short course pool with six to eight lanes should consider limited warm-up periods. Meet size should be taken into consideration.
- ❖ Warm-up by age groups: 13 and up – general warm-up period 7:00-7:30; specific warm-up period 7:30-7:55. 12 and under – general warm-up period 8:00-8:30; specific warm-up period 8:30-8:45.
- ❖ Warm-up determined by travel distance: teams within forty-five minute travel time – general warm-up period 7:00-7:30; specific warm-up period 7:30-7:50. Teams with travel time greater than forty-five minutes – general warm-up period 7:55-8:25; specific warm-up period 8:25-8:45.

Additional Considerations:

- ❖ The announcer should announce lane changes and/or warm-up changes as per general and specific. The announcer can serve as the reminder of procedure.
- ❖ Coaches are reminded that the responsibility for supervision of their swimmer(s) is the same at the meet as when on deck at practice.
- ❖ Marshals have authority through the meet referee and director over the warm-up. A swimmer and/or coach may be removed from the deck for interfering with this authority.
- ❖ Only USA athletes swimming in the meet shall be allowed in the warm-up/warm-down pool(s)
- ❖ Athletes are to use the warm-up/warm-down pool(s) appropriately
- ❖ Small pools may require 3 point entries only
- ❖ During age group meets, 1 lane may be designated for younger swimmers. The marshal should identify those swimmers to the lifeguard (if one is present)
- ❖ Athletes should exit the pool in the safest manner for the athlete. A swimmer that is unable to exit the pool using the gutter or blocks should swim over to the get outs. Anyone helping swimmers out should be discouraged from hoisting the swimmer out with the swimmers extended arm.

PRACTICE GUIDELINES

- ❖ Athletes must be supervised at all times. Parents should not leave their swimmer unattended when a coach is not present. Parents should be informed of any changes of practice times in order to pick up athletes from the venue promptly. Coaches should remain with athletes until they are picked up.
 - ❖ Running on deck is prohibited at all times. Coaches, club safety coordinator and any parent who observes the infraction should enforce this. Facilities usually have this posted. If not, a sign should be posted regarding this policy.
 - ❖ Coaches should monitor entry into the pool. Guidelines governing warm-up periods during meets should be followed.
 - Feet first entry at all times, unless instructed and supervised by a coach.
 - Running jump or running dive entries should not be allowed
 - Athletes should use all equipment properly.
 - Athletes should not enter the pool unless a coach has instructed them to do so.
 - Discourage all horseplay (dunking, pulling, pushing)
 - Do not allow swimmers pushing or pulling others out of the water
 - ❖ Areas for parent observation should be designated and posted. Parents should not be at the pool's edge. Non-athlete siblings should not be present during the practice at the practice venue. Any sibling on deck should be under the direct supervision of the parent. At no time should they approach the pool or interfere with the coaches' duties. Athlete siblings arriving early with an older swimmer should not be left unattended. Parents need to be with the swimmer until their coach is on deck and ready to start practice. Parents should not approach a coach during practice. All inquiries should be made before or after practice.
 - ❖ Keep first aid kit available
 - ❖ Keep all key personnel aware of anyone with special medical concerns
 - ❖ During threatening weather, designate an observer to watch for lightening
 - ❖ Supervise shower rooms/restrooms/dressing areas
 - ❖ During threatening weather, an observer should be assigned to monitor lightening. The monitor will report to coaches the appearance of any lightening.
- **Anyone asked to watch the deck, lightening, locker rooms etc should be a member of USA swimming.
- **All key personnel should be aware of any custody issues

Exiting the Pool

Athletes should exit the pool in the safest manner for the athlete. A swimmer that is unable to exit the pool using the gutter or blocks should swim over to the get outs. Anyone helping swimmers out should be discouraged from hoisting the swimmer out with the swimmers extended arm.

TRAVEL

- ❖ Pre select chaperones
 - References
 - Pre meeting with chaperones: discuss responsibilities, expectations
 - Provide Identification of chaperones
 - Name
 - Association (Central California Swimming
- ❖ Designate the location of Supervisor (Age group vice chair and/or assistant) and location of Emergency cards, First aid kits,
- ❖ Prepare maps to:
 - Swimming venue
 - Hotel
 - Nearest emergency facility to Hotel
 - Nearest emergency facility to Competition Venue
- ❖ Become acquainted with hotel security procedures and personnel
- ❖ Get copies of emergency exit maps and give to chaperones
- ❖ Acquaint all chaperones with medical concerns of athletes
 - Familiarize them with protocol
 - Possible treatment
- ❖ Provide all chaperones and personnel with:
 - Cell phone numbers of chaperones and coaches
 - Room assignments
 - Travel plan
 - Daily itinerary
 - Protocols and meeting places for emergency exits of facility, lockdown, and lost or left behind athletes
- ❖ Be aware of any custody issues and make relevant personnel /chaperone(s) aware of those issues
- ❖ Maintain well stocked Emergency/First aid Kit

Special Considerations

- ❖ First aid training for Chaperones
- ❖ CPR training for Chaperones
- ❖ Have special code word for lockdown
 -

- Lockdown procedures are in case of emergencies when no one should exit their room due to any situation that might put them in harms way. A phone call to the athletes using the single word should indicate the initiation of the event. A second code word should be used to release the event.
- ❖ Best Practice: Most organizations require fingerprinting of anyone in custody of minor children.

Safety Marshall Checklist

Circle completed Items

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Prior to Meet

- Cover all diving blocks (apply caution tape to discourage any use of blocks prior to allowance by the deck official)
- Cover/remove/apply caution tape and signs prohibiting any use of diving boards
- Remove or apply caution tape to pool covers; post "Keep Off" signs on rolls
- Post signs to identify areas secured for athletes only
- Post signs to identify spectator areas
- Meet with Meet Director to identify areas allowed for canopy/chair setups
- Ensure pathways for easy access to all exits, Main pathways and first aid station

Day of Meet

Prior to the Start of Competition

- Arrive 15 minutes prior to the beginning of warm-ups
- Wear Identifying Vest and whistle
- Check First aid station for accessibility, equipment, report of occurrence forms, map identifying nearest emergency facilities
- Wear Communication Headset

First Aid Station

- ✓ Well stocked First Aid Kit
- ✓ Water
- ✓ Towels
- ✓ Treatment for minor burns
- ✓ Spinal Immobilization equipment
- ✓ Report of Occurrence Forms

- Post "No Smoking" Signs
- Post "No Dogs/animals/pets" Signs
- Post "non glass containers only" signs
- Check and post emergency exits from facility
- Check for any loose cable and wires in traffic area, secure
- Check Water Temperature
- Meet with Meet Referee
 - ✓ Review conduct procedures regarding any non compliance by athlete or spectator
 - ✓ Walk the facility and identify any possible hazards of the facility and apply remedy
 - ✓ Review evacuation plan

Have announcer announce the following:

- Warm-up guidelines
- Location of First aid Station
- Identification of Safety Marshall and their authority to ensure the safety of all participants (due to any violations of the safety guidelines)
- Announce and identify Spectator areas
- Announce and identify Athlete only areas

Responsibilities during Competition

- Supervise Warm-up/Warm Down pool
 - ✓ Feet first entry at all times
 - ✓ Must be competing athletes only
 - ✓ Must maintain swimming only
 - ✓ Maintain "walking only" on deck at all times
- Safety walk through every two hours (include check of restrooms)
- Enforce prohibition of shaving on deck or locker rooms

Cold weather Checklist

- Note position of propane heaters
- Caution any use too close to flammable structures
- Check adequate ventilation
- Caution anyone observed to be too close to heater
- Check that heaters are not blocking any designated pathways or overused pathways

Warm Weather Checklist

- Have extra water and Gatorade in the first aid station
- Stock sunburn relief products
- Stock sun block
- Have announcer continually remind everyone to keep hydrated
- Use misters around covered areas provided for staff, volunteers and waiting athletes

Name of Meet / Host

Date(s) _____

Meet

Marshall

Print Name

Signature

Meet

Referee

Print Name

Signature

Report of Occurrence Form-How to File

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 club 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 athletes should not be asked to complete the report form.

Once the report is received at USA Swimming National Headquarters, 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.

Copies of the report should be sent to the following:

USA Swimming
Attention: Risk Management
One Olympic Plaza
Colorado Springs, CO 80909
ax: (602) 274-9138
Fax: (719) 866-4050

Risk Management Services, Inc.
PO Box 32712
Phoenix, AZ 85064-2712
F

and to *your* LSC Safety Coordinator

The Report of Occurrence forms keep Risk Management Services, Inc. informed of potential claims or liability situations. If the accident is of a serious nature, USA Swimming National Headquarters confers with Risk Management Services and an investigation of the incident is initiated.

Revised 05/2004 **USA SWIMMING**

Report of Occurrence

(Circle one) Personal Injury/Property Damage (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: _____ (____) _____ (____)

Please print Daytime Phone Evening Phone

Report Submitted By: _____ (____) _____ (____)

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 and: Risk Management Services, Inc. and: LSC Safety Chairman

Risk Management Department P. O. Box 32712

One Olympic Plaza Phoenix, AZ 85064-2712

Colorado Springs, CO 80909 FAX: (602) 274-9138

FAX: (719) 866-4050

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