



To Develop, Improve, and Support Competitive Swimming in the Inland Empire

October 19, 2022

RE: Operational Risk Chair Report to Fall 2022 HOD

Inland Empire Swimming HOD:

This position is vacant and we as an LCS need help to fill this role.

As General Chair - I have provided some updates from USA Swimming as they pertain to Operational Risk within our LSC.

Focus from USA Swimming

1. Racing Start Certification

a. What are the criteria for racing start certification?

Answer: For swimmers age 10 years and under and/or swimmers with less than one year of experience to be certified, the swimmer must have satisfactorily completed the racing start learning progression outlined in the American Red Cross Safety Training for Swim Coaches Manual also found on the [Racing Start Certification Checklist](#). For swimmers age 11 and older with more than one year of experience, certification is based on the coach's observation that the swimmer is capable of safely controlling the depth of his or her racing starts. In all cases, the certification is based on the coach's professional judgment—it is not and cannot be a guarantee.

b. What if a swimmer is certified at one club and then transfers to another?

Answer: The swimmer must be recertified at the new club.

c. Who is responsible for keeping copies of certification forms?

Answer: Each club is responsible for retaining, for three years, a certification form for each of its swimmers. There is no requirement that these forms be sent to an LSC or to officials responsible for any competition.

d. Does the certification process impose more liability on coaches?

Answer: No. A coach's liability is already based on the coach's exercise of good professional judgment in deciding whether a swimmer has the skills necessary to safely perform a racing start into less than six feet of water (including racing starts into the USA Swimming minimum starting depth of four feet). Certification simply documents that for each swimmer, such professional judgment was exercised. Similarly, coaches are also already responsible for following the progression outlined in the American Red Cross Safety Training Manual to teach racing starts to young or novice swimmers.

Certification documents that the steps in the American Red Cross Safety Training Manual have been followed.

2. Report of Occurrence (ROC)

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. <https://fs22.formsite.com/usaswimming/form18/index.html>

- This needs to be completed for any injuries requiring medical care (via lifeguard, facility staff, or others).
- It needs to be completed regardless of if the facility has its own form
- You can print a blank form if you do not have internet access to allow submission as soon as possible.

3. Meet Marshal

NEW: All meets held after Jan 1, 2023, will be required to have at least 2 meet marshals on deck (1 of each gender)

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 the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

Training Guide: Is attached

Test: Optional – Advised for Meet Ref and Meet Directors - withing USA Education Pull-down

Is it an insured activity?

Review USA Swimming Coverage FAQ, can be found at:

<https://www.usaswimming.org/about-usas/resources/insurance>

There must be direct supervision for in water or out of water activities for coverage to be in place. Direct supervision has been defined as meaning "line of sight" between the supervising coach and the athletes involved in the activities.

Are you hiring New Staff/Coaches?

Article 2.6.11 of the [USA Swimming Corporate Bylaws](#) requires all member clubs to comply with the USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be USA Swimming members under Articles 2.6.6 and 2.6.7 of the USA Swimming Corporate Bylaws. This must include:

1. Past Employment Reference Checks or Verifications. Where there have been multiple employers, minimum of the three most recent employers.
2. Education Verification (highest held)
3. State Motor Vehicle Report Examination

If you are employing Jr. Coaches on your staff, most states have additional requirements depending on their age.

Develop a Culture of Safety:

Safety is and should be a team mindset/culture for all age groups.

10& Under Children in this category enjoy compliments, games, coloring contests, and immediate feedback. They live in the here and now, with a shorter attention span, and will need constant reminders about their actions. Adults and older swimmers are their yardsticks to measure acceptable behavior. This group is easy to teach safety skills to because they have not yet developed long-standing bad habits. They still try to please adults and are not as influenced by peer pressure yet.

11-13. This group is in a transition stage. They want and need to be treated like adults some of the time, but sometimes they want and need to be treated like children. They are testing and challenging limits constantly, trying to develop their personalities. Peer pressure is a strong factor in this group. They do not like to stand out in a crowd and common goals will be a key to effective safety education. Give them respect and do not talk down to them.

14+. The team leaders. They believe they are invincible. They will prefer discussion over worksheets. There is still the factor of peer pressure in this group; they will be more selective about their friends. The coaches' attitudes are extremely important for this group. They will follow rules for the "sake of the younger children."

LINKS FOR REFERENCE:

Concussion Information:

Heads-Up Youth Sports: <https://www.cdc.gov/headsup/youthsports/index.html>

Information from USA Swim: <https://www.usaswimming.org/docs/default-source/risk-management/safety-and-operational-risk/concussion-info-sheet-for-parents-and-swimmers.pdf?sfvrsn=12>

Concussions at the Pool: <https://www.usaswimming.org/docs/default-source/risk-management/safety-and-operational-risk/possible-concussion-at-the-pool---checklist.pdf?sfvrsn=10>

Concussion Training: <https://www.cdc.gov/headsup/youthsports/training/index.html>
<https://nfhslearn.com/courses/61129/concussion-in-sports>

Pre-Employment Screening:

<https://www.usaswimming.org/safe-sport/club-tool-kit/preemployment-screening>

Reporting of Injury:

USA Swimming Report of Occurrence: <https://www.usaswimming.org/news-landing-page/2017/02/07/report-of-occurrence-form>

Insurance:

<https://www.usaswimming.org/coaches-leaders/team-leaders/managing-your-team>

Meet Resources:

<https://www.usaswimming.org/about-usas/top-resources/operational-risk>



MEET MARSHAL TRAINING GUIDE

2022



Introduction

- This Meet Marshal Training Guide has been developed to assist you 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

- Age 18 & Over
- Affiliated with a USA Swimming member club
- Complete this Meet Marshal Training Guide and the Online Test.



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.



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 director and report to the Meet Referee.



Minor Athlete Abuse Prevention Policy

- The Minor Athlete Abuse Prevention Policy prohibits the Meet Marshal from having one-on-one interactions with a minor athlete that is not within an observable and interruptible distance from another adult.
- In your role, you will interact with minor athletes, therefore you are required to abide by this Policy during the time you are volunteering.
- www.usaswimming.org/maapp





OVERVIEW

Generally

- Warm-ups should not start without the Meet Marshals on deck.
- Meet Marshals are also required during time trials.
- Meet Marshals are dismissed by the Meet Referee at the conclusion of the meet, after any final swimming warm-downs are completed and locker rooms are emptied.
- Meet Marshals should have a radio to communicate, if available, but must be on a different channel than meet officials.



Attire

- Meet Marshals are required to wear identifying attire as designated by the LSC.
- Meet Marshals will be removed from the deck by the Meet Referee if not properly credentialed, identified or wearing the correct attire.





Upon Arrival

- Be on the pool deck 15 minutes prior to the start of warm-up, sign in at the officials' table.
- Report to the Meet Referee – 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.



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.



Meet Sessions

- Prelims/Finals meets
 - Minimum of four (4) Meet Marshals
 - At least one Meet Marshal of each gender
- Timed Finals Sessions
 - Minimum of two (2) Meet Marshals
 - At least one Meet Marshal of each gender



Reporting Structure at Meets

- All Meet Marshals report to the Meet Referee who will assign Meet Marshals with specific instructions (Article 102.11.4).
- Meet Marshals must confer with the Meet Referee regarding the removal of anyone from the venue.
- The Meet Director, pool personnel, security, etc., are responsible for the actual, physical, removal of an individual from the venue at the direction of the Meet Referee.
- The Meet Director and facility staff are also responsible for administering First Aid, bodily fluid clean up and submitting a Report of Occurrence.



Safety/Operational Risk

Director

- Some meets may have a Safety/Operational Risk Director.
- Meet Marshals may be asked to have a meeting prior to the meet with the Safety/Operational Risk Director or the Head/Lead Meet Marshal
- The Meet Referee may delegate to the Safety/Operational Risk Director the meet-specific Meet Marshal placement and on-deck assignments.
- No matter what, the Meet Marshals still report to the Meet Referee.

Lifeguards

- Lifeguards are not Meet Marshals and are not trained in the Meet Marshal role.
- Per the American Red Cross and the YMCA, the responsibility of a lifeguard during swim meets (including warm-up and warm-down) is to conduct patron surveillance by closely watching over the swimmers and to take necessary actions to prevent injuries and also to respond to emergencies.





MEET MARSHAL POSITIONING

Where on deck should Meet Marshals be During Warm-Ups?

- 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.
- When there are four Meet Marshals:
 - Each Meet Marshal can take a quadrant of the pool during warm-ups.
- You may walk down the side of the pool. If you observe unsafe behavior, talk to the individual to correct the behavior, then return to your original position.





Meet Marshal Location

Once Meet Starts

- 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 checks should occur regularly.
- In a meet where there are more than four Meet Marshals, locker room checks can be scheduled every 30 minutes.
- When only two-to-four Meet Marshals are present, the priority is observing warm-ups.
 - Once competition starts, locker room checks may begin
- If there are more than two Meet Marshals, two non-athlete, same gender Meet Marshals are to check the locker rooms together.
- 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.



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.
- Diving boards are never to be used at a meet. Starting blocks should never be used in the warm-up pool.





RESPONSIBILITIES



Meet Marshal Responsibilities

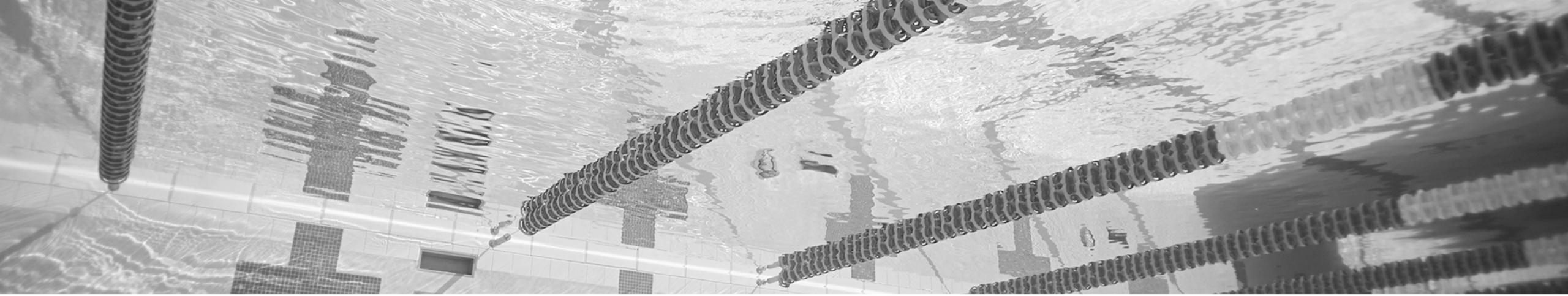
- Observe the warm-up lanes with eyes on the pool at all times.
- Observe for inappropriate people on the pool deck
 - Only credentialed swimmers, coaches, officials and meet volunteers are allowed on the pool deck.
 - Credentialed means the individual has current certifications and have been approved 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.
- Athletes with disabilities may have a Personal Assistant. The Personal Assistant must be a credentialed member of USA Swimming.
- Conduct locker room checks (with another adult non-athlete member). Ensure there are no recording devices, horseplay or other adults present.



Once the Meet Begins

- During the meet, the Meet Marshals shall monitor any separate warm-down pool.
- If there is no separate warm-down pool, the Meet Marshals shall walk the deck area.
 - Remind swimmers as needed regarding walking, not running, on deck, no toys being tossed on deck, no swimmers creating obstructions on the pool deck.
 - Tour locker rooms (with another non-athlete member) for safety concerns, no recording devices, etc.
 - Report any swimmer deck changing.
- There may be breaks during the meet when the pool is open for warm-up or warm-down swims. Meet Marshals must be in place to observe the pool.
- Check the deck again to verify that only credentialed coaches, officials and swimmers are on deck.





What are Meet Marshals

NOT expected to do?

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





After the Meet Session

- At the conclusion of the meet or session, continue to walk the pool deck, monitor locker rooms and warm-down pool looking for safety concerns.
- Swimmers may still be warming down from their final race(s).
- You must remain on deck for at least 15 minutes and until released by the Meet Referee.
- Always report to the Meet Referee prior to leaving the venue.



WARM-UPS



Meet Warm-Ups

- Warm-up procedures/lane assignments will vary by meet.
- Some meets will have clubs assigned to lanes for warm-up at specific times.
- Other meets will have general warm-up for all swimmers entered into the meet.
- Specific warm-up procedures will be different depending on which type is used.
- All swimmers **MUST** be supervised by the swimmer's coach during warm-ups.
- Coaches are responsible for training/certifying their swimmers on starts.
- Meet Marshals will observe all warm-up lanes for swimmers following warm-up procedures safely.



Warm-Up with Specific Assigned Lane Times

- Clubs will be assigned lanes and the exact warm-up times.
- Swimmers will use feet-first entry and circle swim during their warm-up.
- General warm-up and start/pace may occur within designated lanes/specific times.
- Each club determines its warm-up procedures within its lanes.



Warm-Up with General

Meet Warm-Up

- General warm-up is the first half of the meet warm-up.
- Swimmers will use feet-first entry and circle swim during their warm-up.
- Swimmers may be in any lane.
- Start and pace practice will begin at a designated time.
- The outside lanes are used for pace work at a designated time.
- The next lanes in from the pace lanes are used to practice starts.
- The third lane in is for general practice and can be used for the return of the swimmer who worked on a start in the adjacent lane.
- Coaches may ask for additional start lanes, please refer any such requests to the Meet Referee (or designee).



Backstroke Ledge Starts – 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.
- Some backstroke ledges may be retractable and may snap as they retract.
- Backstroke ledge use is the responsibility of the swimmers and coaches.



Orange Cones – Warm-Up

- Usually, orange cones are placed on top of the starting blocks to show that the warm-up lane is not open for practice starts.
- When a lane is opened for practice starts, the orange cone needs to be removed just prior to the swimmers starting.
- Once the pool is cleared to start the meet, the remaining orange cones are also removed and placed next to the block on the pool deck or other designated area.



Warm-Ups

- Swimmers are to clear the pool upon completion of warm-ups.
- The pool is not for socializing, chatting or horseplay.
- The same policy applies to warm-up lanes or the warm-up pool once competition has started.
- Only registered participants in the meet may use the pool facilities (e.g., spectators are not allowed to be in the pools at any time).
 - Non-participating children should be removed from all warm-up and wading pools.





WHAT TO LOOK FOR

Sportsmanship

- Bullying or taunting is prohibited at all times.
- If you observe this behavior, intervene to stop the bullying behavior immediately.
- Inform the Meet Referee or Meet Director so they may handle it further.





Additional Safe Sport Issues

- Rubdowns, massages, and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional.
- Coaches are not allowed to perform massages, rubdowns or athletic training modalities – including stretching.
 - If you observe a coach performing a massage, rubdown or athletic training modality on an athlete, report the behavior immediately to the Meet Director of Meet Referee.

Additional Safe Sport Issues

- Swimmers may not sit on the lap of any non-family member coach or official.
 - If you think this is happening, remind the adult of the prohibition and ask them to stop.
 - Inform the Meet Director or Meet Referee of the behavior.





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

- Rude or disrespectful behavior is not tolerated.
- This includes, without limitation, profanity, even if not directed at the Meet Marshal or another meet official.



HAZARDS



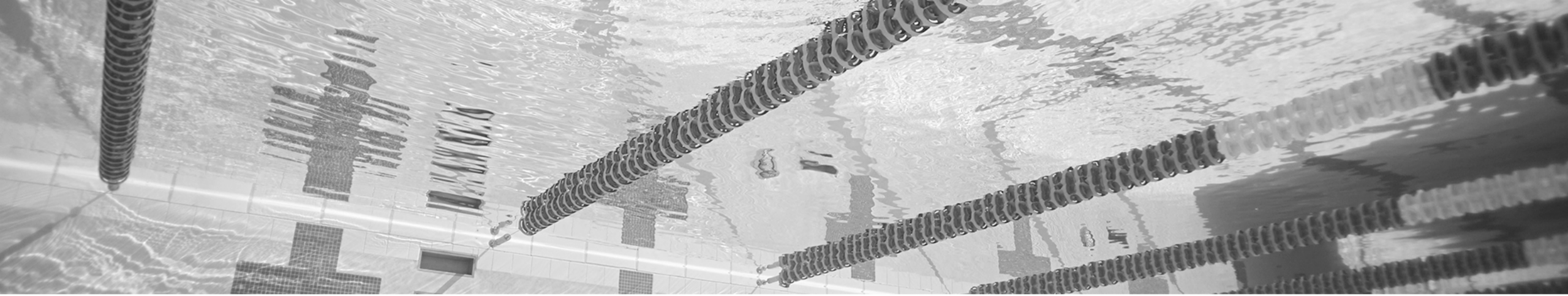
Drones

- Drones are prohibited over venues any time athletes, coaches, officials and/or spectators are present.
 - Unless prior written approval is obtained by the USA Swimming Program and Events Coordinator.
- Report any drone spotted to the Meet Referee.

Weapons

- Observe for any facility-prohibited weapons.
- Notify the Meet Director or Meet Referee immediately if you observe weapons (e.g., guns, knives, etc.) on the premises.
- Do not attempt to intervene with a weapon-carrying individual.





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.





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.



Bulkheads

- 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.



Outdoor Meet Issues

- No open fire of any sort is allowed in the hospitality area or on the pool deck without prior LSC permission.
- Be alert for propane or electric heaters or cooling units that may be brought on deck or be placed inside tents on deck.
 - These items should also have received prior approval from the Meet Director for use.
- In tight quarters, heaters may be a safety hazard in causing a fire or carbon monoxide poisoning.
- Cooling units, fans or heating units may cause tripping hazards with the cords.
- Cooling units or heaters may put a strain on the venue's electrical system.
- Cords should be covered with tape, a rug or other cord protector to reduce tripping and should always be away from the water.
- Report any issues to the Meet Referee or Meet Director.



EMERGENCY RESPONSE



Injuries

- If someone is hurt, even someone only needing minimal attention such as ice or a bandage, notify a lifeguard first, if present, and then the Meet Director.
- The Meet Director is in charge of completing the Report of Occurrence form with USA Swimming.
- If an ambulance is needed, the lifeguard or Meet Director should notify authorities.
- If your assistance is not required in the area of the injury, continue your role as Meet Marshal.
- The Meet Director may ask you to assist with emergency procedures such as crowd control or waiting for an ambulance.
- Take emergency instructions from the Meet Director but notify the Meet Referee if you need to temporarily leave your Meet Marshal duties.



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 clean-up process. It is the responsibility of the Meet Marshal to help protect others from exposure.



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.





FINAL REMINDERS

Remember

- Go to the Meet Referee 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.





Remember

- By keeping a friendly, positive, demeanor while you maintain a safe environment, you show others that you want to keep them safe and allow a fun atmosphere at the meet.
- Meet Marshals have an active role in keeping swimmers safe at the meet.
- Your role is that of a Meet Marshal, not a parent, fan or coach.
- Be vigilant in keeping your assigned area safe for all swimmers, volunteers and non-athlete members.
- Always remember, your role is in service to the event and the swimmers.



LSC Procedures

- Complete this training.
- Follow your LSC procedures regarding testing and next steps.
- Every LSC may have different procedures.
 - Be aware of the procedures in the LSC which is sanctioning the event.
 - You can submit your Meet Marshal Training completion certificate to the LSC Registrar.
- Wear the LSC designated uniform (e.g., Meet Marshal ID/safety vest).

Meet Marshal Online Test

- Please complete the online test at:
<https://www.usaswimming.org/officials/popular-resources/online-testing>
 - Note: You must be logged in to USA Swimming Deck Pass at www.usaswimming.org to access the online test.
 - The test can be accessed at www.usaswimming.org by selecting “Online Testing” under the “Officials” Tab.
 - Click on “Start/Resume Online Test”
 - Select Meet Marshal Test from the dropdown and follow the prompts to begin the test.
 - You may share your comments or suggestions regarding this course with your LSC Operational Risk Chair/Coordinator.



Meet Marshal's Guidelines

- **Arrive 15 minutes prior to warm-up to:**
 - ☐ Sign in and meet with the Meet Referee
 - ☐ Get assignment and any identifying attire
 - ☐ Pick up radio and receive assigned radio channel
- **Locate the first aid station and identify who is responsible for providing first aid at the meet:**
 - ☐ First Aid kit, spinal backboard, rescue equipment, AED (Automated External Defibrillator)
 - ☐ The Emergency Action Plan (EAP) including phone numbers, protocol for getting help and person on deck who is responsible for activating the EAP. (If there isn't one, discuss with the Meet Referee.)
- **Be in assigned position at the start of the meet warm-up. Provide a safe warm-up/down environment:**
 - ☐ No forward or backstroke starts except in controlled one way sprint lanes at the designated time. At all other times feet first entry using the same end of the pool.
 - ☐ No training equipment use.
 - ☐ No congregating in lanes. Circle swimming only.
 - ☐ Report too many swimmers in a lane to Meet Referee.
 - ☐ Monitor warm-up/down area throughout the meet.



(continued over)

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(continued over)

Meet Marshal's Guidelines (continued)

- **Monitor all meet areas:**
- ☐ Marshals must always be monitoring the warm-down pool
- ☐ Periodically walk through halls, lobbies, spectator areas and other parts of the facility where swimmers may be present.
- ☐ Respectfully request to see credentials from any adult on deck. Report any suspicious or resistant adults to the Meet Referee.
- **Monitor locker rooms and changing areas:**
 - ☐ Check with Meet Director regarding any special instructions or facility policies.
 - ☐ Confirm placement of signs stating who may and may not utilize the locker rooms.
 - ☐ Familiarize yourself with the location of non-swimmer restrooms if applicable.
 - ☐ Collaborate with other marshals/pool staff to conduct two-adult periodic walk-throughs of same-gender locker rooms. Document each walk-through as specified by Meet Director.
 - ☐ Check for use of prohibited recording devices including cell phones.
 - ☐ Check for unauthorized adults. Encourage swimmers not to congregate.
- **Report unsafe areas to Meet Referee:**
 - ☐ Electrical hazards, fall hazards like slippery decks, ropes, hoses, cords, use of glass on deck, blood on deck, or anything you consider to be dangerous.
- Don't leave your post without the Meet Referee's approval. Remember, safety is your primary concern. Be polite but firm to ensure a safe environment for all.



Meet Marshal's Guidelines (continued)

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 - ☐ Familiarize yourself with the location of non-swimmer restrooms if applicable.
 - ☐ Collaborate with other marshals/pool staff to conduct two-adult periodic walk-throughs of same-gender locker rooms. Document each walk-through as specified by Meet Director.
 - ☐ Check for use of prohibited recording devices including cell phones.
 - ☐ Check for unauthorized adults. Encourage swimmers not to congregate.
- **Report unsafe areas to Meet Referee:**
 - ☐ Electrical hazards, fall hazards like slippery decks, ropes, hoses, cords use of glass on deck, blood on deck, or anything you consider to be dangerous.
- Don't leave your post without the Meet Referee's approval. Remember, safety is your primary concern. Be polite but firm to ensure a safe environment for all.



Meet Marshal's Guidelines

- **Arrive 15 minutes prior to warm-up to:**
 - ☐ Sign in and meet with the Meet Referee.
 - ☐ Get assignment and any identifying attire
 - ☐ Pick up radio and receive assigned radio channel.
- **Locate the first aid station and identify who is responsible for providing first aid at the meet:**
 - ☐ First Aid kit, spinal backboard, rescue equipment, AED (Automated External Defibrillator)
 - ☐ The Emergency Action Plan (EAP) including phone numbers, protocol for getting help and person on deck who is responsible for activating the EAP. (If there isn't one, discuss with the Meet Referee.)
- **Be in assigned position at the start of the meet warm-up. Provide a safe warm-up/down environment:**
 - ☐ No forward or backstroke starts except in controlled one way sprint lanes at the designated time. At all other times feet first entry using the same end of the pool.
 - ☐ No training equipment use.
 - ☐ No congregating in lanes. Circle swimming only.
 - ☐ Report too many swimmers in a lane to Meet Referee.
 - ☐ Monitor warm-up/down area throughout the meet.



(continued over)

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(continued over)

Meet Marshal's Guidelines (continued)

- **Monitor meet areas:**
- ☐ Marshals must always be monitoring the warm-down pool
- ☐ Periodically walk through halls, lobbies, spectator areas and other parts of the facility where swimmers may be present.
- ☐ Respectfully request to see credentials from any adult on deck. Report any suspicious or resistant adults to the Meet Referee.
- **Monitor locker rooms and changing areas:**
 - ☐ Check with Meet Director regarding any special instructions or facility policies.
 - ☐ Confirm placement of signs stating who may and may not utilize the locker rooms.
 - ☐ Familiarize yourself with the location of non-swimmer restrooms if applicable.
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