

Office of the Safety Chair

Member, Board of Directors

Elected by the House of Delegates: Odd numbered years

Term: 2 year term

Term Limit: 2 consecutive terms

Supervising Vice Chair: Senior Vice Chair

Duties: The duties and powers of the Safety Coordinator are defined by the LSC By-Laws. The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors.

The Safety Coordinator (or Committee Chair if a committee exists) shall be responsible for:
(607.2.2.C)

- coordinating safety enhancement and training opportunities as needed
- disseminating USA Swimming safety education information to all Group Members, athletes, coaches and officials of Wisconsin Swimming, Inc.
- making recommendations for the development and implementation of safety education programs and policies for Wisconsin Swimming, Inc. to the Senior Vice Chair, the Administrative Vice Chair and the Board of Directors.
- making the reports required pursuant to Section 608.7.

Should a Safety Committee be formed, the requirements of 607.3.10 will be enacted.

The Safety Coordinator is responsible for the following Safety Reports (608.7):

- 608.7.1 INCIDENT/OCCURRENCE REPORTS - An occurrence report providing all of the information requested by the applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, or coach with copies to USA Swimming national headquarters, the Safety **Coordinator**, the Administrative Vice Chair and the Wisconsin Swimming, Inc, office.
- 608.7.2 REPORTS OF INJURIES - The Safety Coordinator shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.
 - 608.7.2.A House of Delegates Reports - The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of Wisconsin Swimming, Inc., and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by Wisconsin Swimming Inc., and its members to reduce the likelihood of a re-occurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming

national headquarters. The Safety Coordinator is responsible for the distribution of this report to each Club. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.

- 608.7.2.B Board of Directors Reports - The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by Wisconsin Swimming, Inc., and its members.
- .3 SAFETY EDUCATION - The Safety **Coordinator** shall be responsible for disseminating safety information flowing from USA Swimming Headquarters and safety education opportunities and developing a safety education program tailored to Wisconsin Swimming, Inc., and its members and Territory.