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Additional safety information:

ISI website – isiswim.org under ISI Management tab / Safety/Insurance

OR

Report of Occurrence online submission – usaswimming.org/ROO

Risk Management & Safety - USA Swimming website – usaswimming.org -

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1622&Alias=Rainbow&Lang=en>

Racing Start Certification and Safety USA Swimming website – usaswimming.org

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=2596&Alias=Rainbow&Lang=en>

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SAFETY

I. Safety Mission

Our Mission is to provide an effective risk management system for Iowa Swimming; to educate athletes, coaches, and volunteers about safety; and to establish guidelines that will provide safe environments.

In order for Iowa Swimming to Achieve this mission, each member must make safety and risk management his or her personal mission. Unsafe conditions and behaviors must be noted and corrected immediately. Only then will Iowa Swimming be truly effective in managing safety.

Safety is the most important consideration for any swimming program. No one wants to see a member of Iowa Swimming or any other athlete or non-athlete become injured or worse.

II. General Requirements

Anticipate any situation and when that situation occurs be ready to respond.

A. Coaches

The primary responsibility for the safety of swimmers at practice or meets lies with the coach. The coach must be constantly aware of the hazards posed by the pool environments, workouts, and the swimmer's curiosity and enthusiasm. The coach is also a primary role model and, as such, directly influences the attitude of the swimmer toward safety.

The coach is designing and supervising the workout, sets the tone of the workout. The coach's concern for his/her swimmers can be the basis for a safe workout. The coach's attitude and persistent insistence on a safe workout environment translates into a safety conscious swimmer.

B. Swim Club & Athletes

Everyone benefits from a safety conscious team. The purpose of teaching safety awareness to athletes is to emphasize safe habits and teach accident prevention techniques by providing the necessary tools and guidance.

- Publish the rules and go over them with the swimmers
- Talk to the swimmers about safety with a question and answer period.

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- Give a safety survey to swimmers and discuss the results as a group
- Give safety tips to swimmers before, during and after practice
- Adopt a team safety motto

III. USA Swimming Rules and Regulations Pertaining to Safety

Article 102 Conduct and Officiating of all Swimming competition

102.22.3 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.

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 who actions are disrupting and orderly conduct of the meet.

Article 103 Facilities Standards

103.2 Water Depth

103.2.2 Teaching Racings Starts – Minimum water depth for teaching racing starts, prior to certification, in any setting from any height starting blocks or the deck shall be 6 feet (1.84 meters) measured for a distance of 3 feet 3 ½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end of the wall. Teaching racing starts shall only take place under the direct supervision of a USA Swimming member coach and shall include:

- All racing start instruction until a swimmer has been certified by his or her USA Swimming member coach as proficient in performing a racing start, and
- Subsequent to certification, instruction which seeks to alter a swimmer’s basic technique in performing a racing start.

103.2.3 Racing Starts – Minimum water depth for racing starts during practice and competition shall be measured for a distance 3 feet 3 ½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall. Starting requirements and height of starting block shall be:

- In pools with water depth less than 4 feet (1.22 meters) at the starting end, the swimmer must start from within the water.
- In pools with water depth 4 feet (1.22 meters) or more at the starting end, starting platforms shall meet the height requirements of 103.13.1.
- Prior to certification, all racing starts must take place from the water, regardless of pool depth. Subsequent to certification, practicing of racing starts may take place in water depth of four (4) feet (1.22 meters) and deeper.

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NOTE: Local, state and municipal statutes, ordinances, rules and regulations may have depth limitations in conflict with this section. The LSC and all Member Clubs should check for this at all times.

103.21 Electrical Safety – All permanent or temporary electrical connections to the electronic loudspeaker start system, automatic officiating equipment, and other electrical or electronic devices operating on line voltages in the vicinity of the racing course shall be made only from a ground-fault circuit interrupter (GFI) protected convenience receptacles or circuits. In the event such receptacles or circuits are not available in the facility used for competition, portable U.L. approved self-contained type GFI outlet fittings shall be provided (furnished and installed) at the non-protected convenience receptacles by the meet management, Meet Director, or the equipment operator(s) whenever such equipment is connected and in use.

Article 202 Sanction and Approvals

The following clause will appear on all sanction application forms and on all forms upon which official sanctions are granted: ‘In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

202.4.9 Application for sanction must be accompanied by a copy of the complete meet announcement which must include the following:

- A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants
- ‘Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement’
- Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- ‘Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited.’

202.5 Conditions of Sanction

- No swimmer who is not a member as provided in Article 302 will be allowed to compete or participate except as provided under 202.8 or USA Swimming’s ‘open border’ policy included in its Registration Manual.
- At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down.

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- All officials serving in an official capacity in a sanctioned event, must be non-athlete members of USA Swimming or members of other FINA-member organizations. All meet directors for meet sanctioned by USA Swimming must be members of USA Swimming. Except for coaches accompanying athletes participating under the provisions of 202.8 or USA Swimming's 'open border' policy, all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming.

IV. Warm-Up Procedure Guideline

The ISI Warm-Up procedure must be followed at all meets. Refer to the procedure in Section I.

V. A few Items to Minimize Accidents

- Do a safety audit to identify hazards in your facility
- Provide proper warnings for activities
- Provide established and well enforced safety rules
- Utilize competent certified personnel
- Provide in-service educational program for all personnel
- Perform regular inspections
- Develop and practice emergency procedures
- Establish public relations

VI. Club Safety Coordinator

- Each 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 any reports requested by the LSC Safety Chair.
- The Club Safety Coordinator should report to the Club's Head Coach and Parent Board.
- Put together a safety plan specific for each facility and phase of the program should be developed.

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- In addition to reviewing the club's safety plan, the Club Safety Coordinator needs to be involved in pool inspections, help to identify dangerous conditions and implement processes to correct situations.
- The Safety Coordinator may also educate parents for the role of swim meet Safety Marshall.
- The Club Safety coordinator needs to be involved or aware of every accident involving any of the club's facilities or members.
- The Club Safety Coordinator needs to work with the coaches, parents, board , and meet management staff to promote the importance of the Report of Occurrence and ensure its timely completion.

VII. Meet Marshalls

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 who actions are disrupting and orderly conduct of the meet.

Responsibilities of marshals include:

- Marshalls should arrive at the swim venue at least fifteen (15) minutes prior to the beginning of warm-ups. They should check in with the referee to receive instructions. i.e. where they will be positioned, special safety concerns for the meet, etc.
- Warm-down area must be marshalled throughout the meet.
- Marshals must not leave the area until coverage is provided or until excused by the referee.

Marshals duties include:

- Making sure that swimmers behave in a safe manner. (No running, abusive behavior, etc.)
- During general warm-ups, make sure that swimmers enter the water feet first from the starting end only and ease into the water. Swimmers should NOT be entering from the opposite end or sides of the pool during warm-ups. **ABSOLUTELY NO DIVING!!!!**
- Be alert to dangerously overcrowded warm-ups and alert the meet referee or manager
- Notify the coach of any swimmer who is behaving/acting in an unsafe manner.
- Use appropriate language. No Power Trips. Please!
- Make sure lanes are cleared before sprint lanes begin.
- Your role is to help maintain a safe environment. Please, Pay Attention!

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Responsibilities and Requirements:

- The position of Safety Marshal is to be performed by individuals age 18 or older. Safety Marshals shall engage in no other duties while serving as Safety Marshall.
- 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 location and phone number of nearest Hospital or Emergency clinic.
- Post several copies during the swim meet of a map showing the location of the First Aid Station, Spinal Backboard, Blanket/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 swam-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 identifying clothing or Marker such as fluorescent vest prior to and during the meet.
- Insure the First Aid Statin is identified and accessible throughout the meet.
- Approx. every 2 hours walk through all areas of the meet to identify potential hazards (horseplay, slippery floors...)
- 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.

Post Meet

- Complete and submit online Report of occurrence forms to USA Swimming
- Report any hazards to be corrected by facility personnel, to facility management.

VIII. Report of Occurrence Form

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How is USA Swimming notified when an accident occurs? The Online Report of Occurrence (ROO) form is available on the USA Swimming website at www.usaswimming.org/ROO. A pdf Draft Copy Only is also available to use for entering information at the location of accident & then submitting online when internet is available for online submission. (Form can also be found on the ISI website at isiswim.org under Committee tab down to Safety.) **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 submitted 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 supervising at the time of the incident; *the parents of the injured athlete should not be asked to complete the report form.*

Following receipt of the Online Report of Occurrence form, USA Swimming verifies the athlete or non-athlete participants membership. Insurance information about the Excess Accident Medical Insurance Policy and claim forms are sent to the injured party('s) family. This policy 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.

*If, through technical reasons, a form cannot be submitted online at the time of the incident, you may document the details on page (2) below and then you, or someone from your club, may enter them into the online system as soon as possible. *Do not mail the form, use for notes purposes only and enter the information into the Online form on the website at www.usaswimming.org/ROO.*

Contact information if you have a problem submitting the incident reports: Email: gmensay@usaswimming.org – Phone 719-866-4578 - USA Swimming, Attn: Member Services/Risk Management, 1 Olympic Plaza, Colorado Springs, CO 80909 .

After receipt of email confirmation from USA Swimming, please forward email to ISI Safety Chair (current chair will be available on the ISI website on ISI BOD page. Also forward to the ISI Office (admin@isiswim.org).

IX. First Aid Kit – Pool-Specific

A well-stocked first-aid kit, kept in easy reach, is a necessity in every facility. It is not difficult to put together a good first aid kit if you use a step-by-step approach. The items you will need fit into several categories (see below). You don't need a fancy container for

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your first-aid items – just make sure you will be able to find what you need without tearing the whole thing apart. Also, build into your step-by-step approach, a plan to restock the first-aid kit on a regular basis.

When deciding which products to put in your kit think about where and how it will be used and by whom. A first aid kit for outdoor facilities would contain materials for the care of sunburn for instance.

Protecting yourself first is very important so the first item in your kit will be latex or vinyl gloves

ARTIFICIAL RESPIRATION: If the victim is not breathing and you are going to do Artificial Respiration, you will want to protect yourself with a shield or a mask with a one way valve.

BLEEDING CONTROL: Something to absorb blood and perhaps to apply pressure is needed. It may be necessary to pull edges of a cut together. This can be done with a suture kit or a needle and thread or more simply by using a strip that will stick well to skin.

CLEANSING AND DISINFECTING: Most injuries will not require pads or pressure dressings but they all must be cleaned to prevent infection. You will need some gauze pads for use with antiseptics. To prevent infection an antibiotic ointment is used.

DRESSING THE WOUND: Some wounds are bigger than a band aid would cover, so you will have to make your own. There are several different kinds of dressing available and a variety of shapes and sizes to cover most wounds.

CARE OF BURNS: A burn is your flesh cooking and the first step in treatment is to stop that process as quickly as possible. Once that is done, the burn can be assessed. Plunging the area into icy cold water or Cold Spray or an instant cold pack are several ways to do this.

STRAINS, SPRAINS and SPLINTING: There is a variety of strains and sprains and a variety of products to deal with them. Tongue depressors make great splints for fingers.

CARE OF EYES: An eye flush should be available in case something gets in someone's eye.

MISCELLANEOUS ITEMS: Ice packs, scissors, tweezers, blanket, flashlight, etc. are ideas of extra items in a first-aid kit.

Suggested items for a First-Aid Kit:

- First-aid manual
- Adhesive tape
- Sterile gauze (pads and roller)
- Adhesive bandages in several sizes

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Elastic bandage	Butterfly bandages
Antiseptic wipes	Antibiotic cream
Antiseptic solution	Disposable instant ice packs
Plastic gloves	Mouthpiece for administering CPR
Blanket	Glucose tube
Tweezers	Scissors
Eye wash	Triangular bandage
Burn spray	Flashlight

X. **Announcements at Meets**

Safety-related announcement suggestions during the course of the meet:

Announce warm-up procedures, lane assignments, etc. ‘Please enter the water feet first. No racing starts or dives during the warm-up period.

Safety of athletes, officials, coaches and volunteers is of paramount importance to USA Swimming. Please use safe procedures in and out of the pool.

USA Swimming reminds all athletes and coaches: Have a successful and safe meet.

Please cooperate with safety marshals and officials. They are here for your safety and protection.

Announce the location of the first and room and trainers.