

## Instructions

Give your meet volunteers the information they need to do a good job and help those around them be safe. Often, a few experienced people run swim meets helped by many less experienced volunteers. Using a training agenda enables others with less experience to step up and help out more.

### *Meet Marshal Instructions*

All Meet Marshals should read this card and receive any other meet or facility specific instructions before their shift.

**Needed Prep: Instruct Meet Marshals to report at least 15 minutes before warm-ups start.** Make sure you can give marshal(s) the information they'll need to do their job. (Example: Emergency Action Plan and location of first aid station and supplies. Read instruction card for more.) Print the instruction card, cut (they come 2 per page) and if desired, laminate cards in advance. *(Thank you USA Swimming Safe Sport Committee for the original instructions upon which this card was based.)*

## Meet Marshal Instructions

- **Arrive 15 minutes before warm-ups to:**
  - Read this card and ask any questions.
  - Meet w/ Meet Referee & Meet Director to learn who is allowed on deck & in locker rooms. Are any only for athletes? If so, confirm location of non-swimmer restrooms. Find out any special instructions/policies.
  - Locate the first aid station and supplies. Includes: First Aid kit, spinal backboard, rescue implements, AED (Automated External Defibrillator)
  - Understand Emergency Action Plan. (EAP) It includes: phone numbers, protocol for getting help, person on deck who is responsible for activating the EAP. (If there isn't one, discuss with Meet Referee.)
  - Get identifying attire and assignment
- **Provide a safe warm up/down environment:**
  - No diving or backstroke starts except in controlled one way sprint lanes. Feet first entry from the ends at all other times.
  - No swimming style or equipment use that poses dangers to other swimmers
  - No congregating in lanes. Swimming only.
  - No running, horseplay, whipping towels, taunting etc
  - Report too many swimmers in a lane to Meet Ref
  - Monitor warm up/down areas throughout the meet
- **Monitor meet areas:**
  - Regularly 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:**
  - Collaborate with other marshals to conduct two-adult periodic walk through of same-gender locker rooms.
  - 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, use of glass on deck, blood on deck, or anything you consider to be dangerous. Don't leave your post without Meet Referee approval. Remember, safety is your primary concern. Be polite, but firm to ensure a safe environment for all. Thank you! 😊

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**PREVENT RESPOND REPORT**

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