

UTSI Swim Meet Safety Plan

The contents of this plan are not intended as legal or medical advice.

Guiding Principles

- The plan needs to be simple to be effective. This is because the number of people involved is large, but the formal connections are few and loose.
- The Meet Director, Meet Referee and others can do things to increase the safety of those attending the meet.
- Meet personnel are not selected based on their ability to provide medical care. Therefore, the goal of meet personnel is to get the person in need of medical, or other, emergency assistance connected with facility, or other designated help as quickly as possible.
- It's important to quickly recognize and respond to a person in medical, or other, distress and to connect him/her with facility, or other designated, emergency aid personnel as soon as possible.
- Those in need are entitled to as much privacy as possible, and therefore, once connected with assistance, they need not be in "the spotlight."
- There are many people at the meet and it's in the best interest of all to keep the meet moving at a safe, responsible pace. It may be necessary to interrupt competition for a time to connect those in distress with needed help. But as appropriate, competition may resume.

How to Get Effective Help Quickly

- In a medical emergency, this usually starts by notifying a lifeguard or other dedicated medical personnel.
- Depending on the situation and facility EAP, it may be someone other than a lifeguard. Meet Director needs to find out who and how in advance. Then, let Meet Referee and others know.
- Notify the Deck or Meet Referee
 - The Deck or Meet Referee is usually fairly easy to find. (It's the person blowing the whistle in the start area.) S/He has authority to use resources (like the loudspeaker) to quickly get help where it's needed and/or suspend competition if needed to assess situation.
- If the facility does not have an EAP, or personnel onsite during the meet, possibilities include:
 - Call 911
 - Asking a USA Swimming *currently and completely certified* Coach Member to assist
 - In advance: Meet Director makes arrangements to provide onsite medical assistance
 - Asking over the loud speaker if there is a medical professional onsite who could assist.

Concussion Management

- Utah state law requires the removal of a child participant suspected of sustaining a concussion or traumatic head injury from all sporting events. It also requires written medical clearance before the child returns to participation. The [Online Swim Meet Safety Kit](#) has more information on concussions.

Reporting

- Anytime there is an accident or injury during a USA Swimming sanctioned meet, the Meet Director, coach or an official shall complete and submit a *Report of Occurrence* to USA Swimming. (usaswimming.org/roo)
- Possible USA Swimming Code of Conduct violation? See the USA Swimming "Deal With A Concern" page and report as appropriate. (<https://www.usaswimming.org/articles-landing-page/2017/05/08/safe-sport-report>) Another option is to confer with the Utah Swimming Safe Sport, or Safety, Chairperson. (Current contact information on <http://www.swimutah.com> Click on "Governance" > "Board of Directors")



Responsibilities by Role

All Members and Parents

- All members of Utah Swimming and parents of swimmers increase safety at all practices and events, including meets when they:
 - **Prevent Respond Report**

Meet Director

Before Meet

- Know and understand the [UTSI Swim Meet Safety Plan](#) and USA Swimming [Possible Concussion at the Pool?](#)
- Confer with facility management to discuss ways to prevent problems and increase safety of those attending the meet. Discuss the Emergency Action Plan (EAP) for the meet.
 - In most cases, the facility will already have an Emergency Action Plan in place to which the meet will need to conform. If not, create one for the meet with the facility representative and the meet referee.
 - This includes having onsite, dedicated, medical assistance available throughout the meet. Will the facility provide lifeguards or do you need to make other arrangements?
 - “Other arrangements” may include arranging for a medically trained professional to be onsite and available throughout the meet. This might be a USA Swimming Coach Member (verify *current and complete* certification before), a medically certified swim parent, or another person. How will this person know when and where help is needed? How will those at the meet learn both who to contact, and how, if assistance is needed? What if an in-water rescue is needed?
 - Is the [first aid kit](#) stocked and up to date? Some teams opt to have their own in addition to the one provided by the facility.
 - Review Meet Marshal instructions with the facility representative. Get answers to any questions and coordinate effort where needed. (Instructions in *Meet Safety Kit* at www.swimutah.com)
 - Review the *Safe Deck* plan for the facility. (In [Online Swim Meet Safety Kit](#)) Are any changes needed?
 - Find out recommended evacuation procedure.
- Make sure there are a sufficient number of [trained](#) meet marshals on duty from the beginning of warm-ups throughout the meet and that locker rooms, the deck, and other key areas are well monitored throughout meet.
- Plan how to train Meet Marshals, Timers, Coaches and others in their Safe Sport, EAP and evaluation plan roles. Let them know HOW TO GET EFFECTIVE HELP QUICKLY.
- Be familiar with USA Swimming’s [Safe Sport at Meets](#) guide. Incorporate into meet planning.
- Confer with Meet Referee and enact *UTSI Swim Meet Safety Plan*. Doing it early makes it easier to resolve issues.
- Prepare safety signs, information sheets and other resources from the [Online Swim Meet Safety Kit](#) .
 - Be prepared to share *Concussion Information Sheet* at the meet, if needed.
- If known early enough, share evacuation information in meet announcement.

At Meet

- Meet Director ensures Meet Marshals, Timers and others are trained in their EAP and evacuations plan roles. See [Online Swim Meet Safety Kit](#) for instructions
- Work with facility and meet leadership to enact safety plan. Make adjustments as needed to provide safety.
- If needed, help facilitate adequate response and resolution to any safety issues. Collect information then prepare and submit any needed reports. (See *Reporting* section of *UTSI Meet Safety Plan*)

After Meet

- Follow-up as needed.



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Meet Referee

Before Meet

- Know and understand the [UTSI Swim Meet Safety Plan](#) and USA Swimming [Possible Concussion at the Pool?](#)
 - The [Online Swim Meet Safety Kit](#) has more information on concussion, and other safety issues
- Read through [USA Swimming Referee Safety Checklist](#). Resolve questions and problems. Enact at meet.
- Be familiar with USA Swimming's [Safe Sport at Meets](#) guide.
 - Note: Every club has designated areas for spectators at meets. Links to the *Safe Deck* plan for each club are in the [Online Swim Meet Safety Kit](#)
- Confer with Meet Director and enact *UTSI Swim Meet Safety Plan*
 - Get Emergency Action Plan (EAP) and evaluation plan information
 - Verify that there will be training for Meet Marshals and Timers in their EAP and evacuation plan roles.
 - Find out who the onsite, dedicated medical professionals will be. Is it lifeguards, a specific coach or someone else? How can they be quickly contacted to help? What about in water rescues?
 - Plan for athlete safety during warm-ups. Are lane assignments needed?
- Prepare to have officials trained in their safety role at the meet. (See below for details.) Add EAP and evacuation information as applicable.
- If you have a coaches meeting, prepare to share the *Coach Swim Meet Safety Briefing* from the [Online Swim Meet Safety Kit](#)

At Meet

- Meet Referee sees that all officials are trained in their safety role.
 - Read the *Officials Swim Meet Safety Briefing* in the [Online Swim Meet Safety Kit](#) at the pre-meet Officials Briefing
 - All Referees (Meet and Deck) need to be aware of distress signal (Waving arms over pool and calling out), the *UTSI Swim Meet Safety Plan*, including "Guiding Principles," and concussion management.
 - The [Online Swim Meet Safety Kit](#) has concussion management, and other, information.
 - Starters need to know how to address safety concerns during warm-ups.
- Warm-ups: Assign official(s) to invigilate. Make lane/time adjustments if needed to ensure athlete safety.
 - The Meet Referee addresses warm-up safety as needed. Starters watch pool for safety during warm-ups and immediately address concerns or bring them to the attention of the Meet Referee.
- If distress signal is given, or Referee is notified of a serious problem in another way, the Referee:
 - Summons facility, or other assistance, to the person in need if not already done
 - If needed, investigates. If needed, suspends competition.
 - If a heat is in the water, try to honor the efforts of those competing by legally completing the race if possible, while also quickly getting appropriate assistance to the person in need.
 - As soon as appropriate, resumes competition

After Meet

- Follow-up as needed
- Make sure any needed reports were made. (See *Reporting* section of *UTSI Meet Safety Plan* for details)

PREVENT**RESPOND****REPORT**

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Who, in addition to the meet director and meet referee, needs to know how to get effective help quickly, and how can meet leaders let them know?

Who	What they could do to get help	How meet leaders could let them know
Coaches	Notify lifeguard, other onsite help or referee (the person blowing the whistle), call 911	<ul style="list-style-type: none"> • Pre-meet coaches email. Send to all those who sent in meet entries. Ask entry person to forward email to all coaches attending the meet. • Coaches meeting • Flier on coach heat sheet at the meet
Officials	Ask a bystander (preferably not a swimmer in the next heat) to summon the lifeguard or other onsite help where needed. If needed, wave arms over the pool and call out to get the attention of the referee. Or, ask a bystander to notify the “person blowing the whistle” of the emergency.	<ul style="list-style-type: none"> • Pre-Session officials meeting • Officials Chair could also give info in: <ul style="list-style-type: none"> ○ Annual training meeting ○ Email
Meet Marshals	Notify lifeguard, other onsite help or referee (the person blowing the whistle), call 911	<ul style="list-style-type: none"> • Pre-Session Meet Marshal Training Meeting (include this on agenda)
Timers	<ul style="list-style-type: none"> • Ask a bystander (preferably not a swimmer in the next heat) to notify the lifeguard, other onsite help or “The person blowing the whistle.” • Wave arms (especially over the pool where it will more easily catch the attention of the referee), call out. 	<ul style="list-style-type: none"> • Pre-Session Timer Training Meeting (include this on agenda)
Meet Workers/ Spectators	Notify lifeguard, other onsite help or referee (the person blowing the whistle), call 911	<ul style="list-style-type: none"> • Meet Workers: Pre-Session Training (include this on agenda) • Spectators: Meet Announcement, signs

Additional Resources

- [Online Swim Meet Safety Kit](#)
- [HostGreatMeets.com](#) (Click on Safety Category)
- The USA Swimming Website (www.usaswimming.org)
 - Safe Sport (Help to “prevent, respond and report” to abuse, misconduct and Code of Conduct violations): usaswimming.org/protect (Click on “Safe Sport at Events”)
 - Safety/Operational Risk: usaswimming.org/insurance (Click on “Safety/Operational Risk”)

