

Document	Marshal -- NSC Job Description
Version	3.0
Date	June, 2014

Job Name	Marshal
Summary	Provide for the: <ul style="list-style-type: none"> - SAFETY of athletes, coaches, spectators and workers - CLEANLINESS of team area - EQUITY in viewing - Adherence to any special rules and requirements of the venue
Pre-Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Determine where to obtain venue (school district) accident report forms <input type="checkbox"/> Obtain Naperville Swim Conference blank accident report forms <input type="checkbox"/> Meet with all volunteer marshals prior to the start of the meet: <ul style="list-style-type: none"> - Assign marshal workers to areas - Designate floating marshal to relieve other marshals - Go over <i>Meet Safety and Equity Guidelines</i> with marshals - Go over rotation schedule, at your discretion, if rotating marshals
During Meet	<ol style="list-style-type: none"> 1. Enforce <i>Meet Safety and Equity Guidelines</i> 2. Administer First Aid if necessary 3. Rotate marshals periodically, at your discretion 4. If accident occurs, follow procedures in <i>Meet Safety and Equity Guidelines</i>
Post-Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Turn in any school district accident reports to aquatics director <input type="checkbox"/> Turn in any NSC accident reports to Meet Director <input type="checkbox"/> Ensure team areas have been cleaned up
Supplies	<ul style="list-style-type: none"> <input type="checkbox"/> Blank accident report forms - school district and NPD <input type="checkbox"/> First Aid Kit
Notes	See <i>Meet Safety and Equity Guidelines (attached)</i>

MEET SAFETY and EQUITY GUIDELINES

Championship Meets

IN CASE OF EMERGENCY:

Type	Example	What To Do
Major	Injury, Fire	Call 911, if fire, first pull fire alarm. If injury, call 911 serious and fill out school district (if necessary) and Naperville Swim Conference accident report.
Minor	Impudent person, uncooperative child/adult.	Call Meet Director, who will be on deck at start of meet and roaming around after that. If the person does not cooperate, the Aquatics Director (if available and agreeable) can eject the person. If no Aquatics Director is available, call 911 for the police.

Spectator Rules:

1. No setup of chairs.
2. No saving of seats. Please “scootch” in to the middle of a row to make room.
3. No swimming gear in stands.
4. No bringing blankets or towels into stands.

Note: It’s OK to bring things into the stands (purses, newspapers, etc.) but they should not be used to save seats.

Rotation:

There are several marshals. At the discretion of the Head Marshal, positions may be rotated at a set interval. Do not leave an area unstaffed.

Position	Area
a	Cafeteria
b	Team Area
c	Viewing Stands
d	Locker Room
e	Pool Deck

Watch for:

Cafeteria: (position a)

- don't let people rough-house
- don't let areas get too messy

Team Area: (position b)

- **ABSOLUTELY NO FOOD OR BEVERAGES ALLOWED** (per host schools). Please advise swimmers and their families to go to the designated area
- don't let people rough-house
- don't let areas get too messy. Each team is supposed to have a designated person/ persons to supervise their own team area. Try to find out who that person is and if things are getting too messy or kids are goofing off too much, ask them to supervise better

Viewing Stands (position c)

- don't let anyone stand at or lean on the railing
- don't let swimmers camp out or bring or leave belongings in the stand
- **don't let people save seats**
- no flash photography at start of an event
- Control flow of viewers in and out of designated viewing area

Locker Room (position d)

- athletes through the locker room doors only
- officials, workers or coaches only through the worker entrances or locker room doors
- see note below

Pool Deck (position e)

- no running on deck (ask a child/adult to walk)
- no swimmer belongings shall be left on the deck
- don't let anyone but the following be on deck:
 1. officials
 2. coaches (must have coach sticker, ask them for it if you don't see one)
 3. workers (have a sticker with their name and job on it)
 4. athlete who is staged or completing an event. Athletes who have completed their event should leave the deck after talking to their coach.

Note: If there are people milling around on deck that don't fit into one of the above categories, politely ask them to leave the deck. If you have problems with someone and you would like assistance, please contact the Meet Director. If someone claims they are a worker and does not have a sticker, please ask them to leave and go to the workers table to get assigned a job and put on a nametag.