

## Duties of the Meet Marshal

**Overview:** The Meet Marshal is responsible for all safety issues in the conduct of the warm-up period for a meet as well as the actual competition. The Marshal's jurisdiction includes, but is not limited to, the competition pool, warm-up facilities, locker room, grounds, and common areas normally found at a swim meet. The Meet Marshals are assigned by the Meet Safety Committee or are under the direction of the Meet Director and/or the Meet Referee.

- The position of Meet Marshal is to be performed by individuals age 18 or older, with no other meet responsibilities. Meet Director, Officials, Coaches working the meet, or other assigned meet personnel are not permitted to serve as Safety Marshal.
- During warm-ups, the Meet Marshal is required to be on deck prior to and during the entire warm-up session. The Meet Marshal shall enforce warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up Procedures. The Meet Marshal shall have the authority to remove from the deck 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 at main entrance to natatorium and at least one other appropriate location)
- Post several copies of a map showing the location of the:
  - First Aid Station
  - Spinal Backboard
  - Blankets/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 warm-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 a fluorescent vest prior to and during the meet.
- Insure the First Aid Station 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 Meet Marshal shall investigate and take immediate action to correct the hazard.
- Each accident requires that a Report of Occurrence form be completed. (use online forms: [www.usaswimming.org/ROO](http://www.usaswimming.org/ROO) )

### Post Meet

- Complete and return any Report of Occurrence forms to the addresses on the report form (use online forms: [www.usaswimming.org/ROO](http://www.usaswimming.org/ROO) )
- Report any hazards to be corrected by facility personnel, to facility management.

### Specific Duties include but are not limited to:

- No glass containers are permitted on deck.
- 3-point or feet first entry into the pools.
- Weather (lightening, wind, etc.)
- Electrical hazards, equipment.
- Slippery deck or bleachers.
- Unruly or combative individuals including coaches, officials, parents, or observers.
- Any "unsportsman-like" conduct, harassment, taunting, foul or inappropriate language, or similar unsportsman-like conduct should be report to the Meet Safety Committee.

### Authority of the Meet Marshal:

With concurrence of the Meet Safety Committee the Meet Marshall has the authority to remove from the deck for a period of the remainder of warm-up session or up to the remainder of the meet any Swimmer, Coach, or Spectator who is in violation of the safety guidelines listed above.