

## Meet Marshal's Guidelines

### • Arrive 15 to 30 minutes prior to warm-up to:

- ☐ Meet with the Meet Referee and Meet Director to understand who is allowed on deck and in locker rooms.
- ☐ Get identifying attire and assignment.
- ☐ Read The Professional Meet Marshal document.

### • Locate the first aid station including:

- ☐ First Aid kit, spinal backboard, rescue implements, AED (Automated External Defibrillator)
- ☐ The Emergency Action Plan (EAP) including phone numbers, protocol for getting help, person on deck who is responsible for activating the EAP. (If there isn't one, discuss with the Meet Referee.)

### • 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, etc.
- ☐ Report too many swimmers in a lane to Meet Referee.
- ☐ Monitor warm up/down area throughout the meet.



5.17

(continued over)

## Meet Marshal's Guidelines (continued)

### • Monitor meet areas:

- ☐ Periodically 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:

- ☐ Check with Meet Director regarding any special instructions or facility policies.
- ☐ Confirm placement of signs stating who may and may not utilize the locker rooms.
- ☐ Familiarize yourself with the location of non-swimmer restrooms if applicable.
- ☐ Collaborate with other marshals to conduct two-adult periodic walk throughs of same-gender locker rooms. Document each walk-through as specified by Meet Director.
- ☐ 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 the Meet Referee's approval. Remember, safety is your primary concern. Be polite but firm to ensure a safe environment for all.

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