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## ***SAFETY***

### **I. Safety Mission**

Our Mission is to provide an effective risk management system for Iowa Swimming; to educate athletes, coaches, and volunteers about safety; and to establish guidelines that will provide safe environments.

In order for Iowa Swimming to achieve this mission, each member must make safety and risk management his or her personal mission. Unsafe conditions and behaviors must be noted and corrected immediately. Only then will Iowa Swimming be truly effective in managing safety.

*Safety is the most important consideration for any swimming program. No one wants to see a member of Iowa Swimming or any other athlete or non-athlete become injured or worse.*

### **II. General Requirements**

Anticipate any situation and when that situation occurs be ready to respond.

#### **A. Coaches**

The primary responsibility for the safety of swimmers at practice or meets lies with the coach. The coach must be constantly aware of the hazards posed by the pool environments, workouts, and the swimmer's curiosity and enthusiasm. The coach is also a primary role model and, as such, directly influences the attitude of the swimmer toward safety.

The coach is designing and supervising the workout, sets the tone of the workout. The coach's concern for his/her swimmers can be the basis for a safe workout. The coach's attitude and persistent insistence on a safe workout environment translates into a safety conscious swimmer.

#### **B. Swim Club & Athletes**

Everyone benefits from a safety conscious team. The purpose of teaching safety Awareness to athletes is to emphasize safe habits and teach accident prevention techniques by providing the necessary tools and guidance

- Publish the rules and go over them with the swimmers
- Talk to the swimmers about safety with a question and answer period.

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- Give a safety survey to swimmers and discuss the results as a group
- Give safety tips to swimmers before, during and after practice.
- Adopt a team safety motto

### **III. USA Swimming Rules and Regulations Pertaining to Safety**

#### Article 102 – Conduct and Officiating of all Swimming Competition

- 102.10.3 Any swimmer who acts in an unsportsmanlike or unsafe manner within the swimming venue may be considered for appropriate action or penalty by the referee.
- 102.18 Marshals shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or who actions are disrupting the orderly conduct of the meet.

#### Article 103 – Facilities Standard

Important: Swimmers are advised that USA Swimming accepts no responsibility or liability for injuries results from accidents occurring in facilities not owed by USA Swimming and strongly urges that all precautions be observed during sanctioned events.

- 103.2 Water Depth
- 103.2.2 Teaching Racing Starts – Minimum water depth for teaching racing starts in any setting from any height starting blocks or the deck shall be 5 feet (1.53 meters) measured for a distance of 3 feet 3 ½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall.
- 103.2.3 Racing Starts – Minimum water depth for racing starts during practice and competition shall be measured for a distance 3’ 3 ½” (1.0 meter) to 16’5” (5.0 meters) from the end wall. Starting requirements and height of starting block shall be:
- A. In pools with water depth less than 4’ (1.22 meter) at the starting end, the swimmer must start from within the water;
  - B. In pools with water depth 4’ (1.22 meter) or more at the starting end, starting platforms shall meet the height requirements of 103.12.1.

Note: Local, state and municipal statues, ordinances, rules and regulations may have depth limitations in conflict with this section. The LSC and all Member Clubs should check for this at all times.

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- 103.19 Electrical Safety – All permanent or temporary electrical connections to the electronic loudspeaker start system, automatic officiating equipment, and other electrical or electronic devices operating on line voltages in the vicinity of the racing course shall be made only from a ground-fault circuit interrupter (GFI) protected convenience receptacles or circuits. In the event such receptacles or circuits are not available in the facility used for competition, portable U.L. approved self-contained type GFI outlet fittings shall be provided (furnished and installed) at the non-protected convenience receptacles by the meet management, meet director, or the equipment operator(s) whenever such equipment is connected and in use.

#### Article 202 – Sanctions and Approvals

- 202.2.9 Application for sanction must be accompanied by a complete schedule of lanes and times for all warm-up procedures that must be adhered to by all participants. These must be distributed with meet information, posted throughout the pool area, announced periodically and on a regular basis, before and during a meet, and are to be monitored jointly by the meet director and the meet referee (or their special designees).
- 202.3.3 CONDITIONS OF SANCTION – Any event for which a sanction is required according to 202.1 is subject to the following conditions:  
.2 All meet directors, referees, starters, marshals, and stroke and turn judges, serving in an official capacity in a sanctioned event, must be members of USA Swimming, and all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming.

#### Article 501 – Members

- 502.4.2 All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in USA Swimming sanctioned competition are members of their LSC and USA Swimming.
- 502.4.3 All coaches of USA Swimming clubs, including seasonal clubs, shall join USA Swimming as coach members and shall satisfactorily complete safety training and background screening required by USA Swimming.

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#### **IV. Warm-Up Procedure Guideline**

The ISI Warm-Up procedure must be followed at all meets. Refer to this procedure in Section J.

#### **V. A few Items to Minimize Accidents**

- A. Do a safety audit to identify hazards in your facility.
- B. Provide proper warnings for activities.
- C. Provide established and well enforced safety rules.
- D. Utilize competent certified personnel.
- E. Provide in-service educational program for all personnel.
- F. Perform regular inspections.
- G. Develop and practice emergency procedures.
- H. Establish public relations.

#### **VI. Club Safety Coordinator**

- A. Each club shall appoint an Active Individual Member to be a Club Safety Coordinator.
- B. The Club Safety Coordinator shall be responsible for disseminating safety education information received from USA Swimming and the LSC to the Club's athletes, coaches and other members and shall make recommendations to the Club concerning safety policy and its implementation.
- C. The Club Safety Coordinator shall make contact with the LSC Safety Chair and make any reports requested by the LSC Safety Chair.
- D. The Club Safety Coordinator should report to the Club's Head Coach and Parent Board.
- E. Put together a safety plan specific for each facility and phase of the program should be developed.

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- F. In addition to reviewing the club’s safety plan, the Club Safety Coordinator needs to be involved in pool inspections, help to identify dangerous conditions and implement processes to correct situations.
- G. The Safety Coordinator may also educate parents for the role of swim meet Safety Officer or Marshal.
- H. The Club Safety coordinator needs to be involved or aware of every accident involving any of the club’s facilities or members.
- I. The Club Safety coordinator needs to work with the coaches, parents, board, and meet management staff to promote the importance of the Report of Occurrence and ensure its timely completion.

**VII. Meet Marshals**

- A. Marshals must be current members of USA Swimming.

USA Swimming rulebook:

*102.18 Marshals – Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the order conduct of the meet.*

- B. Responsibilities of Marshals include:

Marshals should arrive at the swim venue at least fifteen (15) minutes prior to the beginning of warm-ups. They should check in with the referee to receive instructions, i.e. where they will be positioned, special safety concerns for the meet, etc.

The head marshal should have a whistle. Marshals should be easily identifiable by a distinctive article of attire. (Hat, jacket, vest, etc.)

Warm-down areas must be marshaled throughout the meet.

Marshals must not leave the area until coverage is provided or until excused by the referee.

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C. Marshals duties include:

Making sure that swimmers behave in a safe manner. (No running, abusive behavior, etc.)

During general warm-ups, make sure that swimmers enter the water feet first from the starting end only and ease into the water. Swimmers should NOT be entering from the opposite end or sides of the pool during warm-ups. ABSOLUTELY NO DIVING!!!!

Be alert to dangerously overcrowded warm-ups and alert the meet referee or manager.

Notify the coach of any swimmer who is behaving/acting in an unsafe manner.

Use appropriate language. No Power Trips, Please.

Make sure lanes are cleared before sprint lanes begin.

Your role is to help maintain a safe environment. Please, Pay Attention!

D. Responsibilities and Requirements:

Appointed Safety Marshal must be members of USA Swimming.

The position of Safety Marshal is to be performed by individuals age 18 or older. Safety Marshals shall engage in no other duties while serving as Safety Marshal.

Meet directors, officials, or other assigned meet personnel are not permitted to serve as Safety Marshal.

During warm-ups the Safety Marshal is required to be on deck prior to and during the entire warm-up session. Shall enforce warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up Procedures. The Safety Marshal shall have the authority to remove from the deck for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines or warm-up procedures.

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E. 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 during the swim meet 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.

F. 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 identifying clothing or Marker such as 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 Safety Marshal shall investigate and take any immediate action to correct the hazard.

Each accident requires that a Report of Occurrence form be completed.

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G. Post Meet

Complete and return report of occurrence forms to USA Swimming, Risk Management Services, Inc., LSC Safety Chairman and ISI Office.

Report any hazards to be corrected by facility personnel, to facility management.

**VIII. Report of Occurrence**

How does USA Swimming and Risk Management Services, Inc. find out when an accident occurs? The Report of Occurrence form, supplied to all club and non-athlete members in annual membership mailings, is used for this purpose. Reporting all incidents, no matter how minor, is important to put both USA Swimming and its insurer on notice of accidents and potential claims.

A Report of Occurrence form should be completed any time an injury occurs at a USA Swimming function, whether or not it involves a USA Swimming member. The form must be filled out and submitted regardless of how minor the accident may appear. Injuries involving spectators should also be reported. The forms should be completed by the meet director/referee or club personnel responsible at the time of the incident; the parents of the injured athletes should not be asked to complete the report form.

Once the report is received at USA Swimming National Headquarters, information about the incident is entered into the USA Swimming database for future safety education and insurance references. When a Report of Occurrence form is received, membership status is verified. If the participant is a USA Swimming registered athlete, information about the Excess Accident Medical Insurance policy and claim forms are sent to the injured party's family. In the case of a non-athlete member, claim forms are sent to the injured party. As a reminder, this is an excess accident medical policy. This program is secondary to other primary insurance in place through the member's employment, school or family. The deductible is the greater of the total of other collectible benefits from primary insurance sources applicable to the injury or \$100 of medical expense where there is no primary insurance.

The Report of Occurrence form helps Risk Management Services, Inc. to identify potential claims or liability situations. If the accident is of a serious nature, USA Swimming National Headquarters confers with Risk Management Services, Inc. and an investigation of the incident is initiated.

A copy of the report of occurrence forms can be found on the USA Swimming website at: [www.usaswimming.org](http://www.usaswimming.org) then click on 'Swim Clubs' and then click 'Insurance/Risk Management.' Copies of the report should be sent to USA Swimming; Risk Management Services; LSC Safety Chairman; and ISI Office.

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## **IX. First Aid Kit - Pool-Specific**

A well-stocked first-aid kit, kept in easy reach, is a necessity in every facility. It is not difficult to put together a good first aid kit if you use a step-by-step approach. The items you will need fit into several categories (see below). You don't need a fancy container for your first-aid items – just make sure you will be able to find what you need without tearing the whole thing apart. Also, build into your step-by-step approach, a plan to restock the first-aid kit on a regular basis.

When deciding which products to put in your kit, think about where and how it will be used and by whom. A first aid kit for outdoor facilities would contain materials for the care of sunburn for instance.

Protecting yourself first is very important so the first item in your kit will be latex or vinyl gloves.

**ARTIFICIAL RESPIRATION:** If the victim is not breathing and you are going to do Artificial Respiration, you will want to protect yourself with a shield or a mask with a one way valve.

**BLEEDING CONTROL:** Something to absorb blood and perhaps to apply pressure is needed. It may be necessary to pull edges of a cut together. This can be done with a suture kit or a needle and thread or more simply by using a strip that will stick well to skin.

**CLEANSING AND DISINFECTING:** Most injuries will not require pads or pressure dressings but they all must be cleaned to prevent infection. You will need some gauze pads for use with antiseptics. To prevent infection an antibiotic ointment is used.

**DRESSING THE WOUND:** Some wounds are bigger than a bandaid would cover, so you will have to make your own. There are several different kinds of dressing available and a variety of shapes and sizes to cover most wounds.

**CARE OF BURNS:** A burn is your flesh cooking and the first step in treatment is to stop that process as quickly as possible. Once that is done, the burn can be assessed. Plunging the area into icy cold water or Cold Spray or an instant cold pack are several ways to do this.

**STRAINS, SPRAINS and SPLINTING:** There is a variety of strains and sprains and a variety of products to deal with them. Tongue depressors make great splints for fingers.

**CARE OF EYES:** An eye flush should be available in case something gets in someone's eye.

**MISCELLANEOUS ITEMS:** Ice packs, scissors, tweezers, blanket, flashlight, etc. are ideas of extra items in a first-aid kit.

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**SUGGESTED ITEMS FOR A FIRST-AID KIT:**

- |                     |                                    |
|---------------------|------------------------------------|
| first-aid manual    | sterile gauze (pads and roller)    |
| adhesive tape       | adhesive bandages in several sizes |
| elastic bandage     | butterfly bandages                 |
| antiseptic wipes    | antibiotic cream                   |
| antiseptic solution | disposable instant ice packs       |
| plastic gloves      | mouthpiece for administering CPR   |
| blanket             | glucose tube                       |
| tweezers            | scissors                           |
| eye wash            | triangular bandage                 |
| burn spray          | flashlight                         |

**X. Announcements at Meets**

Safety-related announcement suggestions during the course of the meet:

Announce warm-up procedures, lane assignments, etc. ‘ Please enter the water feet first. No racing starts or dives during the warm-up period.’

Safety of athletes, officials, coaches and volunteers is of paramount importance to USA Swimming. Please use safe procedures in and out of the pool.

USA Swimming reminds all athletes and coaches: Have a successful and safe meet.

Please cooperate with safety marshals and officials. They are here for your safety and protection.

Announce the location of the first aid room and trainers.