



**SAFETY/LOSS CONTROL
MANUAL**

The information in this handbook comprises many different aspects of Risk Management. All information and guidelines may be adopted to meet the needs of your LSC or Club.

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CHAPTER 1: OVERVIEW

SECTION 1a. INTRODUCTION/PURPOSE

This Guideline is a compilation of articles, ideas, and checklists. It is not, and cannot be, a cookbook for safety. By its nature safety is a goal. To achieve that goal requires work, knowledge and planning. This guideline is designed to help you by giving you ideas, helping you with concepts and describing tasks.

The objective of any athletic competition is to determine the winner. The goal of the athlete is to be that winner. The goal of safety is to have no injuries while you are competing towards that goal. By doing nothing, the athletes would compete without regard for the safety concerns that this guideline and the safety program seek to attain. We need to achieve the goal of winning without substantial risk to the athlete. That is the goal.

The program must be comprehensive. Safety covers all aspects of our sport. From the trip to the pool, to drying off in the locker room, to avoiding the human predators who prey on children. All of these are safety issues and sound risk management practices must be in place. Obviously, the safety person (coordinator or marshal) cannot be in all places at all times. A major part of safety is raising the safety awareness of the people in our sport. If everyone looks out for safety, we will be close to achieving our personal goal, allowing our athletes to perform without substantial risk of harm.

Most of our athletes are young. They are not of legal age to consent to risk, nor are they aware of all of the consequences of risky behavior. As adults we have a high goal of protecting the athlete from risks that are known and unknown and from dangers that are seen and unseen. These athletes are our charges. Success is more simply defined. As we leave the swimming venue we will be rewarded by the sight of joyful reunions of the athletes and their parents. If we see that every time, then we know our goal has been achieved.

SECTION 1b. WHAT IS USA SWIMMING AND THE SAFETY EDUCATION COMMITTEE?

The Safety Education Committee is the volunteer arm of USA Swimming that reviews policies and procedures of USA Swimming for safety considerations. This committee reviews accident statistics and makes recommendations on training and activities for safety purposes.

ACCIDENT STATISTICS

At the national level, USA Swimming compiles statistics on accidents occurring throughout the organization. Through a national reporting network, USA Swimming is able to examine where accidents are happening, who is being injured and what are the causes. By analyzing this information, specific programs and recommendations may be developed to address real rather than perceived needs. Accurate and complete data are required for an effective risk management and safety/loss control program.

WARM-UP PROCEDURES

As a result of targeted data, the organization is able to establish national standards and guidelines for safety. The first such program pivoted around consistent warm-up procedures. It became evident in 1985 that the warm-up period at USA Swimming sanctioned meets should be addressed. Warm-ups often took place in an unorganized, unsupervised manner. USA Swimming issued Warm-up Procedure Guidelines for adoption by local swimming committees. LSCs were asked to customize the guidelines into formalized procedures for use at local meets.

The success of the warm-up procedure program has been a positive step forward in ensuring the safety of all athletes at USA Swimming meets. Warm-ups are now supervised by marshals, athletes enter the water "feet first" to prevent diving accidents in unfamiliar water, racing starts are performed under regulated circumstances. USA Swimming is seeing fewer accidents in this period than before the procedures were initiated.

SECTION 1c. SAFETY/LOSS CONTROL AND RISK MANAGEMENT DEFINED

Risk is the exposure to possible loss or injury. **Management** is the judicious use of means to achieve or accomplish an objective. The objective of risk management is to minimize loss and injury by all appropriate means. **Safety** is defined as freedom from danger, risk or injury. **Loss Control** is the methodology of creating a safe environment.

All of us in USA Swimming must be dedicated to the goal of athlete fitness and safety. A few conscientious coaches and volunteers will not alleviate risks if others shirk their duty. No other goal can be above safety. Concerns over times, meet profit, personal loyalty and team success cannot supersede safety.

It is unwise to continue any program or activity that cannot be operated safely. Past failure to have an accident does not provide a reason to continue with that which is known to pose a risk.

CHAPTER 2: LSC SAFETY CHAIR

SECTION 2a. THE ROLE OF THE LSC SAFETY CHAIR

It is the LSC Safety Chair's responsibility to promote safety throughout the LSC's swimming community and to promote safety as a part of the LSC philosophy. The LSC Safety Chair is the "point man" in the communication network between the national organization and the grassroots efforts. This individual contacts the National Headquarters with safety questions and concerns, relays policy decision to the LSC and directs the LSC's safety program. A strong leader in this position spells success for the LSC's overall safety program. Their various duties may include the following:

- Chair a committee that develops safety education programs for the LSC and makes recommendations to the LSC Board of Directors.
- Liaison between USA Swimming/LSC and club safety chairs.
- Responsible for providing reports of injuries within the LSC at each LSC Board and House of Delegates meeting as requested.
- Provides input and periodically reviews LSC warm-up guidelines.
- Responsible for arranging and/or conducting water safety training opportunities as needed in the LSC.
- Communicates regularly with Club Safety Chairmen.
- Contact USA Swimming, with knowledge of the General Chairman unless otherwise agreed to, with safety questions and concerns.
- Disseminates safety information and required forms to all member clubs, coaches and officials of the LSC.
- Provides information for compliance with USA Swimming National rules and LSC rules.
- Is committed to safety by periodically refining and reviewing the LSC safety programs and club level programs.
- Reviews completed Report of Occurrence forms, making suggestion on how to prevent re-occurrence.
- Promotes safety as a topic to be discussed at coaches and official's pre-meet meetings.
- Prepares and distributes facility checklists, safety checklists and emergency action plans to be used by clubs.

CHAPTER 3: CLUB SAFETY

SECTION 3a. THE ROLE OF THE CLUB SAFETY COORDINATOR

Each USA Swimming club shall appoint an active Individual Member to be the Club Safety Coordinator. 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. The Club Safety Coordinator shall make contact with the LSC Safety Chair and make any reports requested by the LSC Safety Chair.

The Club Safety Coordinator should report to the club's head coach and parent board. A safety plan specific for each facility and phase of the program should be developed. 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. The Safety Coordinator may also educate parents for the role of swim meet Safety Officer or Marshal.

The Club Safety Coordinator needs to be involved or aware of every accident involving any of the club's facilities or members. She 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.

SECTION 3b. LEGAL ISSUES FOR USA SWIMMING CLUBS

Clubs have certain legal obligations and duties when joining USA Swimming to protect themselves, their members and USA Swimming from financial losses. Below are a number of items the club must be aware of. LSC Safety Chairs can disseminate and reinforce this information at all levels.

Facility Contracts. All member clubs that enter into contracts for the use of facilities owned by others must be careful with regard to the indemnity and hold harmless language that is used. In the insurance packet, there is a section on facility's contracts. The highlighted language is the important language to review.

Club Organization. Each club is an autonomous body organized and operated under the laws of its state. The officers should be sure that they are in total compliance with the laws of their state for their operation. This review would be valuable for protection of the officers and board members as well as the employees of the club.

Compliance with USA Swimming Rules. Each club has a legal obligation that, if it desires to remain in good standing within USA Swimming, it must comply with the rules and regulations of USA Swimming. These rules relate to sanction of meets, proper registration of coaches, implementation of safety programs, compliance with membership requirements and other obligations as set forth in the rules and regulations of USA Swimming. In particular, note that all athletes and all coaches must be USA Swimming members.

SECTION 3c. LIABILITY PROVISIONS IN CLUB CONTRACTS

Almost every USA Swimming member club is a party to a contract with an owner of a swimming pool, public or private. Almost all USA Swimming members, including LSCs and the national organization itself, will, at one time or another, enter into contracts for the use of a swimming venue for a meet or other authorized aquatic activity.

Such contracts will also contain language with regard to the liability of both parties during the use of the facility. The owner will usually include indemnification and hold-harmless clauses on liability for bodily injury and property damage resulting from the negligence of the USA Swimming member, its officers, agents and employees.

It will be impossible to avoid such releases or waivers couched in general language. The owners, or their attorneys, will insist on this.

However, it is extremely important that the USA Swimming member does not sign a contract containing language which indemnifies or exculpates (clears from alleged fault or guilt), the owner from liability for damages resulting from the negligence of the owner or its agents and employees. Such language may or may not be valid in your particular state. If it is, it is usually subject to strict construction.

If you are in doubt on this, consult an attorney in your own state and at the same time refer him/her to the General Counsel for USA Swimming.

If you see the following language or anything similar to it, consult legal counsel at once before signing the agreement:

“Club (LSC) agrees to indemnify Owner against all liability loss, or other damage claims or obligations because of or arising out of personal injury or property damage, related to Club's use and occupancy of the premises, including that caused by the negligence of the Owner or its agents or employees.”

SECTION 3d. FACILITY AND EMERGENCY PLANNING

Accidents seldom “just happen,” and many can be prevented. According to the National Safety Council, 85 percent of all accidents are preventable; accidents that might have occurred are prevented or reduced by those who develop and execute risk management plans and loss control programs.

WHY HAVE A PLAN? Accidental injuries in sports result in high dollar litigation, making attention to safety especially important. With a risk management plan and ongoing loss control activities, you will be taking a proactive approach to managing accidents. You will project an attitude that says:

- We are knowledgeable professionals
- We are concerned for your safety
- We will do what is necessary to provide a safe environment

A risk management plan is also extremely important in the event of legal action. A proactive program shows intent, and serves as a deterrent to legal action, but also acts as evidence of responsible care.

Other benefits include:

- Increased safety for all participants
- Reduced losses to USA Swimming
- High appeal of swimming to potential participants
- Easier monitoring of claims, losses and insurance coverage

WHO IS RESPONSIBLE FOR THE PLAN? There is an old adage that states, “Everyone’s responsibility is no one’s responsibility.” There is irony in that statement when it comes to risk management, because for such a plan to work, everyone in the organization needs to be involved. No program of this nature can be successful without the complete cooperation and understanding of all members.

USA Swimming shows its commitment to safety and risk management in all areas of the organization. At the national level, USA Swimming has established the Safety Education Committee, a standing committee. This committee’s role is to determine the best method to develop and monitor a risk management plan and loss control program. Since this program began in 1984 as a task force, it has had a powerful impact on policies and procedures adopted within USA Swimming.

The Local Swimming Committee (LSC) and its Safety Chair play a vital role in risk management planning and safety/loss control execution. The Safety Chair generally has the most influence and control over habits and attitudes throughout the local area. The Chair is responsible for providing leadership in coordinating training and distributing information to all member clubs, coaches and officials in the LSC. A strong leader in this position will spell success for the LSCs overall safety program. To further be effective, the coach, Club Safety Coordinator, Meet Director, Referee and Safety Marshals are required to address safety where events are held.

Their involvement comes in different ways, but daily contact with each other determines the overall success of the safety program.

To ensure that all swimmers are aware of the concerns for their safety, it is recommended that you seek their input. Encourage swimmers to discuss any area they perceive to be a problem so immediate corrective steps can be taken.

DEVELOPING THE PLAN. A risk management plan and loss control program should contain procedures in prevention, safety inspections, safety meetings, proper care of the victim and supervision of the facility. Every type of emergency that could occur should be considered when planning for emergencies. A detailed plan should be put in writing and thoroughly reviewed and practiced by all members involved.

The following points should be considered when developing a plan:

Safety Rules and Regulations: You can assist in the safe operation of the program by establishing and adhering to rules and regulations. Facility and USA Swimming policies are designed to minimize the risk of injury.

Assemble all the safety rules and regulations pertaining to the facility and USA Swimming. Review all rules and regulations and the procedures used to enforce them. Post and/or publish appropriate rules and procedures, e.g., warm-up procedures. Review the facility's signage, including directional and warning, to see if it is adequate and meets current regulations.

Supervision: Supervision provides the highest level of service, using only qualified leaders and volunteers in accord with the best standard of care possible. Coaches and meet marshals should be active in enforcing rules and regulations, such as the warm-up procedures. The Club Safety Coordinator can act as liaison between the club and facility manager in developing such plans. Continual communication between individuals will instill a quality program.

Training: USA Swimming requires that coaches be certified in Safety Training for Swim Coaches, First Aid and CPR (see list of approved courses Section 5a). This training should be encouraged to all participants. Swimmers, officials and parents can support the program by receiving this training. Some LSCs have been very successful in developing a risk management seminar, similar to the one USA Swimming provides, for the clubs in their own LSC.

Safety Inspections: The first step toward actively preventing injuries is to recognize potential hazards. This requires a systematic and routine method of inspecting the swimming facility. First determine what is to be inspected and how often. Then develop a series of checklists and establish a method of reporting faulty equipment or facility dangers. Follow up on its repair or replacement and be sure to remove or rope off any faulty equipment or dangerous areas.

Emergency Procedures: It is important to construct a general plan that will help you handle emergencies. The key components of the plan will include:

Communication System: How will you get the attention of others during an emergency? Where is the phone located? What numbers do you call?

Rescue Equipment: Is rescue equipment easily accessible? Does everyone know how to use it? Is it adequate to meet the needs for the event being held?

Accessibility of the Facility: Plan how the rescue personnel can enter the pool facility most quickly. If it is via a locked gate, who has the keys? Work with your local rescue personnel to do a dry run.

Emergency Support Personnel: Who is expected to respond to an emergency? Have they been trained in CPR, First Aid, and Emergency Water Safety (Safety Training for Swim Coaches) skills?

Accident prevention begins with managing risks and implementing loss control programs at your facility as well as any activity that occurs in or around your facility. Develop a procedure for handling different types of emergencies and adapt it to all settings.

Incident Reporting: USA Swimming requires that incidents be reported on a Report of Occurrence form during all meets, practices or club functions.

SECTION 3e. HAZARD IDENTIFICATION

CLUB SAFETY CHECKLIST (The following checklist may be adapted to meet the needs of your club.)

WHO: Club President, Safety Officer, and Coach

- A. Review all Facilities used by your club: Evaluation needs to key on areas of exposure and potential problems.
- B. In writing, describe areas of exposure and specifically address the preventive measures that will be taken.
- C. Assure that proper signs are posted-special attention to NO SMOKING and NO GLASS.
- D. Discuss where and if marshals will be needed and what are the areas of concern.
- E. Establish safe warm-up procedures including 3-point entry, equipment usage procedures, and dry-land training protocols.
- F. Establish a communication center-EMERGENCY PHONE CALLS IN AND OUT OF FACILITY!
- G. First aid kit is well stocked and available.
- H. Emergency medical cards are current and readily available.

SECTION 3f. SAMPLE CLUB SAFETY MANUAL

The following document was designed by Eric Fucito, former member of the Safety Education Committee. It is a sample guide that may be used by clubs for a Club Safety Manual.

{Insert Club Name Here}
Club Safety Manual

I. ADMINISTRATIVE SECTION 1

A. Approval Process 1

 1. Club Head Coach Approval 1

 2. Club Board of Directors Approval 1

 3. Facility/Owner Approval..... 1

B. Distribution Procedure..... 1

C. Maintenance..... 1

 1. Forms..... 1

 2. Club Safety Manual..... 1

II. LEGAL SECTION..... 1

A. State and Local Ordinances..... 1

 1. Equipment 1

III. MAPS..... 2

A. Facility Layout..... 2

 1. Emergency Exits 2

 2. Emergency Equipment 2

IV. CONTACT INFORMATION..... 2

A. Emergency Numbers 2

 1. Fire Department..... 2

 2. First Aid Squads 2

 3. Police 2

 4. Poison Control Center 2

B. Facility Emergency Numbers 2

 1. Aquatic and Facility Managers 2

 2. Chemical and Electrical Companies 2

C. Insurance Companies..... 2

D. USA Swimming..... 3

 1. Safety Education Committee Assignee 3

 2. LSC Safety Chair 3

 3. Area Club Safety Chairs..... 3

E. Club Communication..... 3

V. PREVENTIVE PLANS..... 3

A. Spectator Designated Areas..... 3

 1. Practice 3

 2. Meets 3

B. Facility Inspection..... 3

 1. Pre Practice/Meet 3

 2. During Practice/Meet 3

 3. Post Practice/Meet..... 3

C. Meet Safety Marshal 3

 1. USA Swimming Rule and Regulation 3

 2. Responsibilities 3

VI. EMERGENCY PLANS..... 3

A. Facility Emergency Action Plan..... 3

B. Facility Evacuation Plans..... 3

C. Facility Emergency Access Plan..... 3

VII. TRAINING PROGRAM 4

A. Coaches Safety Training..... 4

 1. Certification..... 4

 2. In-Service Training 4

B. Club Parents Safety Training..... 4

 1. Board of Directors 4

 2. General Club Parents..... 4

C. Facility Staff Safety Training 4

 1. Facility Management..... 4

 2. Lifeguards..... 4

 3. Maintenance Staff 4

D. Contact Information..... 4

VIII. FORMS..... 4

A. Report of Occurrence Forms..... 4

 1. USA Swimming 4

 2. Facility..... 4

B. Medical Release Forms 4
 1. How to Fill Out and Who to Send..... 4
 2. Blank Forms 4

IX. REFERENCES..... 4

A. USA Swimming Website Links 4
 1. USA Swimming Insurance and Risk Management Website Link 4
 2. USA Swimming Safety Education Website Link 4

B. Other References 4

X. MISCELLANEOUS..... 4

I. Administrative Section

A. Approval Process

1. Club Head Coach Approval

Final approval should be given to the Club Head Coach. Suggestions of what items to place in this manual should be taken from the coaching staff.

2. Club Board of Directors Approval

The Club Board of Directors should look over all areas of the manual for liability issues that would be associated with the club. The Board of Directors should only approve this manual with the endorsement of the Head Coach.

3. Facility/Owner Approval

The facility the club uses should be consulted on many of the areas in the safety manual because the facility has a major role in the implementation of all safety/emergency plans.

B. Distribution Procedure

This section should include a procedure on who would get the manual (i.e. all coaches) and also which parts should be distributed to whom.

C. Maintenance

1. Forms

A person should be designated to store all medical release and incident forms. The forms must be made readily available in the event of an incident. Also latest versions of the forms must be distributed to the proper persons.

2. Club Safety Manual

a) Items Needing Approval

This section should include a list of the sections that would need the approvals established in the previous section before distribution.

b) Non-Approval Items

This section should include a list of the sections that would not need any approvals before distribution.

II. Legal Section

A. State and Local Ordinances

List the State and Local laws that would affect your club or reference where the laws would be found.

1. Equipment

a) Required

List all equipment that is required by law for the club or facility to maintain.

b) Optional

List all equipment that the club has that is not required by law.

III. Maps

A. Facility Layout

This section should include a map that would indicate various points of interest such as those listed below. Visualizing where these items or areas are makes access to the items or areas easier.

1. Emergency Exits

a) EMT Entrances

Knowing where the EMT's would enter the building and the path that they would most likely take to get around the facility would alleviate delays in treatment of victims.

b) Evacuation Exits

Indicate where everyone would exit the facility in the event of an emergency.

2. Emergency Equipment

a) Location of:

The following items are important to know the location of in the event of an emergency. You can expand the list to include items that you feel are important.

- (1) Pump Shut Off Switches
- (2) AED
- (3) First Aid Kits
- (4) Oxygen Tank

IV. Contact Information

A. Emergency Numbers

1. Fire Department

This section should include a list the emergency and non-emergency numbers and physical location of nearest station. You could include directions from the club to nearest station.

2. First Aid Squads

This section should include a list the emergency and non-emergency numbers and physical location of nearest station. You could include directions from the club to nearest station.

3. Police

This section should include a list the emergency and non-emergency numbers and physical location of nearest station. You could include directions from the club to nearest station.

4. Poison Control Center

This section should include a list of the emergency numbers of the local, state, and national centers.

- B. Facility Emergency Numbers

1. Aquatic and Facility Managers

List the names along with contact information and emergency contact information.

2. Chemical and Electrical Companies

- a) Emergency Numbers

- b) General Information Numbers

- C. Insurance Companies

List all communication information for USA-Swimming insurance company and clubs insurance companies.

- D. USA Swimming

List the contact information located on the incident report forms. Also list the staff persons name and number that would be assigned to insurance and safety.

1. Safety Education Committee Assignee

List all contact information.

2. LSC Safety Chair

List all contact information.

3. Area Club Safety Chairs

List all contact information.

- E. Club Communication

- a) Club Spokesperson

List the contact information and Emergency numbers.

- b) Parent Board of Directors

List the contact information and Emergency numbers.

- c) Club Parents Emergency Phone Chains

List the emergency numbers of each individual that participates. This could be used in the event of an emergency closing or inclement weather or last minute closings.

V. Preventive Plans

- A. Spectator Designated Areas

1. Practice

Limiting the movement of people would reduce the risk of injury. Also could be affective in keeping a safe environment would be to not allow anyone except swimmers, and coaches on deck during practice.

2. Meets

Limiting the movement of people would reduce the risk of injury.

B. Facility Inspection**1. Pre Practice/Meet**

A list of the areas and items to inspect prior to a practice/meet should be listed in a check sheet format.

2. During Practice/Meet

A list of the areas and items to inspect during a practice/meet should be listed in a check sheet format.

3. Post Practice/Meet

A list of the areas and items to inspect after a practice/meet should be listed in a check sheet format.

C. Meet Safety Marshal**1. USA Swimming Rules and Regulations****2. Responsibilities**

This section should include the responsibilities of the safety marshal.

VI. Emergency Plans**A. Facility Emergency Action Plan**

Plan what people should do in the event of an emergency at your facility. Some facilities would already have this in place.

B. Facility Evacuation Plans

Plan what people should do in the event of an emergency that would require an evacuation of the facility. Also design a plan that would evacuate on lookers from the scene.

C. Facility Emergency Access Plan

Have a plan in the event of an emergency that would tell people how to assist the EMT's by either directing them to a first aid designated area or by keeping areas clear for complete access.

VII. Training Program**A. Coaches Safety Training****1. Certification**

Include the list of the current required courses.

2. In-Service Training**B. Club Parents Safety Training****1. Board of Directors****a) Certification****b) In-Service Training****2. General Club Parents****a) Certification****b) In-Service Training****C. Facility Staff Safety Training****1. Facility Management****a) Certification****b) In-Service Training**

2. Lifeguards
 - a) Certification
 - b) In-Service Training
 3. Maintenance Staff
 - a) Certification
 - b) In-Service Training
- D. Contact Information
Information about schools or instructors where certifications can be obtained.

VIII. Forms

- A. Report of Occurrence Forms
 1. USA Swimming
 - a) How to Fill Out and Who to Send
 - b) Blank Forms
 2. Facility
 - a) How to Fill Out and Who to Send
 - b) Blank Forms
- B. Medical Release Forms
 1. How to Fill Out and Who to Send
 2. Blank Forms

IX. References

- A. USA Swimming Website Links
 1. USA Swimming Insurance and Risk Management Website Link:
<http://www.usaswimming.org> (click on Swim Clubs, then Insurance/Risk Management)
 2. USA Swimming Safety Education Website Link:
<http://www.usaswimming.org> (click on Swim Clubs, then Insurance/Risk Management)
- B. Other References
Add to this section other references that you would need to refer to occasionally.

X. Miscellaneous

Include in this section items that have no relation to any titles that you create but feel it would be important to have in this manual.

END SAMPLE CLUB SAFETY MANUAL

CHAPTER 4: WARMUP GUIDELINES**SECTION 4a. GUIDELINES FOR MARSHALS**

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 orderly conduct of the meet.

Responsibilities of Marshals could 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.

Marshals duties could 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.**

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

SECTION 4b. SAFETY PREPARATION AND PROCEDURES FOR MEET DIRECTORS

The following are suggestions that should be taken to help minimize the risk of injury at a swim meet.

Preparation

- Contact the facility Manager
 - Make sure that the person you are talking to is the one in-charge of the facility
 - Have a meeting with the facility manager to discuss the following:
 - Local Emergency Numbers
 - Police
 - Fire
 - Rescue Squads
 - Support of the Facility Staff
 - Lifeguards
 - Security
 - Janitorial
 - Location of the Emergency Exits
 - Evacuation Procedure for the Facility
 - Evacuation to a secure Location Outside the Facility
 - Evacuation to a secure Location Inside the Facility
 - Facility Emergency Action Plan
 - How it Works
 - How the Meet Staff will fit into the Plan
 - Location of First Aid Treatment Area
 - Location of Emergency Equipment
 - Fire
 - AED
 - First Aid
 - Determine the Location of where Rescue Squads Enter Facility

In the Event of an Emergency

- Allow the facilities staff to do their jobs and follow what the facility manager advised you to do
- Seek the assistance of swim coaches and officials
- Make sure all coaches and officials are aware of the Emergency Exits
- Know how long it would take the Emergency Personal to arrive at your facility
- Remain calm and keep control of the situation as best as you can

Crowd Control

(For further help please refer to: *The American Red Cross Workplace Training: Workplace Violence Awareness*)

- Always keep calm, listen attentively, and ask the person to sit down
- If someone is causing a disruption or you think they will have to potential to cause a disruption escort them to an area away from everyone else to discuss his issue in private
- Do not grab the disgruntled person
- Keep the established rules in mind
- Answer questions carefully and make sure your answers are consistent with the established rules
- If someone becomes violent GET AWAY FROM THE SITUATION and call the police
- Give the person options that are consistent with the established rules in solving the situation
- If someone has a problem with a particular rule explain how to properly get the issue resolved
- Remember you are not a POLICE officer
- Never use inappropriate language or raising your voice
- Remember some people will not agree with your decision or remedy
- Allow the person to express their opinion in a private area of the facility
- Never be in a room alone with a disruptive or potentially violent person

Parking Areas

- Check to see if the facility that the venue is at requires you to staff for parking attendants
- Each one of the parking attendants should have a flashlight or something that will draw attention to themselves.
- Use safety cones or other types of equipment to block off areas where vehicles should not pass through or park.
- Each one of the Parking Attendants should have a flashlight or something that will draw attention to themselves.
- Have multiple Parking Attendants working the same area
- Remind Parking Attendant to **stay alert**

CHAPTER 5: SAFETY CONSIDERATIONS FOR COACHES

SECTION 5a. COACHES SAFETY CERTIFICATION REQUIREMENTS

Coaches Safety Curriculum 2007-2008 Requirements and Equivalents *Rev. July 2007*

Effective since 1988, all coach members are required to fulfill safety training requirements as established by the USA Swimming Board of Directors. USA Swimming currently requires coach members to hold current certifications for the following: Safety Training for Swim Coaches, CPR, and First Aid.

CPR

Any one of the following courses will satisfy the CPR requirement:

American Red Cross:

(All American Red Cross CPR certifications are valid for one year)

- Adult CPR (4 hours)
- Adult CPR/AED
- Adult, Child and Infant CPR (6.5 hours)
- CPR/AED - Adult, Child and Infant
- CPR for the Professional Rescuer (9 hours)
- CPR/AED for the Professional Rescuer

American Heart Association:

(All American Heart Association CPR certifications are valid for two years)

- ACLS Provider (8-16 hours)
- Healthcare Provider (6-8 hours)
- Any AHA Basic Life Support Instructor or Instructor Trainee for the courses listed above

American Lifeguard Association:

- CPR-PR
- Community CPR

American Safety & Health Institute (ASHI):

- CPR Pro
- CPR/AED for the Community and Workplace (*two year certification*)

National Safety Council:

(National Safety Council CPR certifications valid for one or two years, depending on the training agency.)

- Adult CPR & AED
- Standard First Aid, CPR & AED (*includes First Aid component*)

Ellis & Associates:

- Water Safety+ (4 hours; *includes First Aid component*)
- National Pool & Waterpark Lifeguard Training (*one year certification; includes First Aid component*)
- National Pool & Waterpark Lifeguard Training Instructor License (*12-18 month certification*)

CPR courses offered by other organizations:

- AAOS (Amer Acad of Orthopaedic Surgeons) Emergency Care & Safety Institute CPR (*two year certification*)
- California State Lifeguard
- Medic First Aid (*includes First Aid component*)

(Coach must also submit a scored written test signed by the instructor)

- EMS Safety Services CPR
- EMT (Emergency Medical Technician) Basic (*includes First Aid component*)
- Paramedic
- Save-A-Life Educators CPR
- StarGuard
- Tacoma Fire Department First Aid & CPR (*includes First Aid component*)
- University Training Centers, Inc. - Healthcare Provider BLS(C)

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First Aid

Any one of the following courses will satisfy the requirement:

American Red Cross:

(All American Red Cross first aid certifications are valid for three years)

(When the course includes a CPR component, a separate CPR card will be issued)

(No ARC instructor certifications are acceptable)

- ARC/USOC Sport Safety Training (7 hours; includes CPR component)
- Sports Injury Prevention and First Aid (7 hours; includes CPR component)
- Community First Aid & Safety (9 hours; includes CPR component)
- First Aid - Responding to Emergencies (23 hours; includes CPR component)
- First Aid Basics
- Emergency Response (43 hours; includes CPR component)
- Lifeguard Training (40 hours; includes CPR component)
- Standard First Aid/CPR/AED (includes CPR component)

National Safety Council:

(National Safety Council first aid certifications are valid for 2-3 years, depending on the training agency)

- First Aid
- Standard First Aid, CPR & AED (includes CPR component)

Ellis & Associates:

- Water Safety+ (4 hours; includes CPR component)
- National Pool & Waterpark Lifeguard Training (one year certification; includes CPR component)
- National Pool & Waterpark Lifeguard Training Instructor License (12-18 month certification)

First aid courses offered by other organizations:

- AAOS (Amer Acad of Orthopaedic Surgeons) Emergency Care & Safety Institute First Aid
- American Lifeguard Association First Aid
- ASHI (American Safety & Health Institute) Basic First Aid (4 hours)
- California State Lifeguard
- Medic First Aid (includes CPR component)

(Coach must also submit a scored written test signed by the instructor)

- EMS Safety Services First Aid
- EMT (Emergency Medical Technician) Basic (includes CPR component)
- Paramedic
- Save-A-Life Educators First Aid
- StarGuard
- Tacoma Fire Department First Aid & CPR (includes CPR component)
- University Training Centers, Inc. - Standard First Aid
- Life Education of Florida - First Aid for All Ages: A Common Sense Approach

Not Acceptable: American Heart Association Heartsaver First Aid

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Safety Training For Swim Coaches

Any one of the following courses will satisfy the requirement:

American Red Cross:

(All American Red Cross STSC certifications are valid for three years)

(No ARC instructor certifications are acceptable)

- Safety Training for Swim Coaches (8 hours)
- Safety Training for Swim Coaches Review Course (4 hours)
- Lifeguarding (31 hours; includes CPR & first aid components)
- Lifeguarding/Waterfront (37 hours; includes CPR & first aid components)
- Lifeguarding/Waterpark (33 hours; includes CPR & first aid components)

American Lifeguard Association

- Lifeguarding (includes CPR-PR & First Aid)

(Three options: First Time Lifeguard, Professional Lifeguard Challenge, Lifeguard Recertification)

Ellis & Associates:

- National Pool & Waterpark Lifeguard Training (*one year certification; includes CPR & first aid components*)
- National Pool & Waterpark Lifeguard Training Instructor License (*12-18 month certification*)

YMCA Lifeguarding**StarGuard**

SECTION 5b. GUIDELINES FOR A SAFE ENVIRONMENT

The following suggestions are offered to first improve the overall safety of any sport situation, and secondly, to demonstrate the safety consciousness of those in charge. If you demonstrate that you are a reasonable and prudent individual who is doing all that is possible to ensure a safe environment, you have created the best defense for any lawsuit. You have demonstrated and proved that you care.

1. Start any program with the aspects of safety being paramount.
2. Develop a personal safety checklist.
3. Record everything - keep records of injuries, lesson plans, etc.
4. Obtain a team doctor to supervise games and, more importantly, to teach about safety. There must be a doctor in the community who's willing to give some time to kids. Someone needs to ask.
5. Go to clinics - especially attend instructional clinics on safety.
6. Require permission slips from parents to permit children to play. Explain the program to parents.
7. Seek outside information, such as speakers and written material. No matter how good you feel your program is, one can always learn.
8. Join professional coaching organizations. Because you belong to a volunteer organization doesn't mean you cannot seek information from other organizations.
9. Obtain insurance coverage and learn about the coverage.
10. Establish equal competition. The 90-lb. seventh grader should not be playing against the 140-lb. seventh grader.
11. Think safety for children first, last and always. Everything else is a distant second.
12. Be able to say no! Coaches too often are so motivated to see kids move, play and have fun that they neglect potential hazards. The bottom line is simple - place the safety and welfare of the child first and long before championship seasons, touchdowns or being able to say "We're number one!" Remember you are coaching kids, not small models of college or professional athletes. The more you show that you are a prudent, reasonable person, interested in the safety of the player more than records and championships, the less chance you have of being sued, and if sued, of defending yourself and your organization successfully. You are also taking care of kids, so they can play on and on and on.

SECTION 5c. RESPONSIBILITIES OF COACHES

The primary responsibility for the safety of swimmers at practice or meets lies with the coach. The coach has the most time with the swimmers and has a responsibility to the swimmers. 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.

No coach wants swimmers to get hurt. Coaches are personally concerned for their swimmers in the water and out. Swimmers are not just trainable athletes. They are young people reaching for their fullest potential at the pool at home and at school. Coaches know that swimming is major force in that development and that it should be positive.

Coaches also have a professional stake in their swimmers. The swimmers' progress toward swimming goals is a reflection of the coach's skill, training, and good planning. In order for swimmers to swim well they must train well. It is hard to train a swimmer to the fullest potential when that swimmer is limited by an injury.

It really doesn't matter where or how an injury occurs. An injury is a LOST TIME situation. The time lost is training time toward that big met. It is lost meet time. It is missing that all important meet, swim or cut.

Safety is the way to minimize that LOST TIME.

SECTION 5d. WHAT COACHES SHOULD KNOW - SAFETY ON THE POOL DECK

The following are things you should know around the pool deck. Your clear understanding of these and other safety issues not contained in this article will aid to the reduction in the risk of injury.

- **Health and Wellness**
 - Hyperventilation and Hypoxic Training
 - Exercise – Induced Asthma
 - Signs and Symptoms of Heat and Cold Emergencies
 - Diabetic Emergencies

- **Observing Swimmers**
 - Circle Swimming
 - Swimmer separation
 - Feet first entry
 - Use of Starting Blocks

- **Responsibility for Athletes and Club Behavior**
 - Sportsmanlike Conduct
 - Properly Certified
 - Only Swimmers and Coaches on Deck

- **Coaching Ethics**
 - Code of Conduct
 - Membership Responsibilities
 - Re-certification of Safety Courses
 - Membership Dues
 - Education
 - Safety
 - General Knowledge
 - Rules and Regulations
 - Swimming Skills

SECTION 5e. REVIEW BEFORE PRACTICE-REDUCE THE RISK OF INJURY

How safe are we? Reducing the risk of injury will make the area safer for our athletes and coaches. We suggest reviewing these and any other safety issues with your athletes prior to the beginning of a new season and throughout the season. This would only take a few minutes to remind the athletes and fellow coaches of the risks of injuries involved in this sport. We would suggest modifying this list to what your facility or athletes and coaches call for. Also preparing ahead of time will make the information that you will give clearer for the athletes and coaches to understand and comprehend. For further help with understanding these risks you can review the American Red Cross Workplace Training: Slips, Trips, & Falls.

Risks of Slips, Trips, & Falls

- Staying alert and aware of your surroundings
- Getting plenty of rest
- Managing stress
- The hazards of slippery surfaces
- Hazards of uneven surfaces
- Poor Lighting
- Bad Weather
- Not planning for enough time
- Carrying large or unbalanced or oddly shaped loads
- Dangerous Clutter
- Horseplay

Shallow Water

- Danger of diving into shallow water
- Feet first entries

Starting Blocks

- Loose grips
- Uneven platforms
- Other swimmers swimming towards you
- Other swimmers swimming in the entry area

Swimming Etiquette

- Safely Entering the Water (Feet First Entry)
- Circle Swimming
- Passing
- Finishes

SECTION 5f. HYPOXIC TRAINING

Hypoxic Training and Hyperventilation

Coach Johnson's swimmers love contests. Their favorite is to see who can swim the farthest underwater. Recently, Michael swam about 40 yards underwater before surfacing. Coach Johnson keeps teasing Michael about "quitting" 10 yards from the end and telling Michael that he can make the entire 50 yards. Michael and some other boys are ready to try it. Coach Johnson tells Michael to take "a lot" of deep breaths before diving in so that he can "build up the oxygen in his blood." Michael inhales deeply about 10 times. He feels a little dizzy, but dives in and starts to swim underwater. He turns and starts back. Suddenly Coach Johnson notices that Michael is just lying on the bottom, not moving. He jumps in and pulls Michael to the surface. What did Coach Johnson do that was dangerous?

Coach Johnson thought he was engaging his swimmers in a fun and challenging activity, but actually he was endangering them. Teaching the swimmers to hyperventilate before submerging was particularly risky. Contests to see who can swim underwater the farthest are very dangerous and should never take place.

Hyperventilation (rapid deep breathing) before prolonged underwater swimming is a dangerous practice that may result in drowning. Hyperventilation does not increase the amount of oxygen or allow the swimmer to hold his breath longer; it lowers the carbon dioxide level in the body. This is risky because the drive to breathe is controlled by the amount of carbon dioxide in the blood. When a person hyperventilates and then swims underwater, the carbon dioxide level in the blood can drop to a point where the swimmer passes out before the brain signals that it is time to breathe. Then, when the person finally does take a breath instinctively, water rushes in and the drowning process begins.

There is a difference, however, between having swimmers hold their breath while swimming under water versus an extended breathing pattern while swimming on the surface. There is no evidence that swimming without oxygen necessarily trains the anaerobic system; however, extending the breathing pattern while swimming on the surface may improve oxygen management capacity. This training technique of extending the breathing pattern should be monitored carefully and swimmers should be instructed to breathe when necessary. To prevent hyperventilation, have swimmers take only one, or at the most, two deep breaths before beginning hypoxic training. Hypoxic training (breathing on a restricted schedule) may be used safely in a training program of experienced swimmers in good physical condition with proper supervision and instruction. The number of repeats of hypoxic swimming should be limited. Adequate time for recovery will vary from swimmer to swimmer.

Information on additional practice methods, procedures and games for swimming practice is available at professional clinics held yearly by USA Swimming and ASCA. A listing of these clinics can be found on their Web sites.

CHAPTER 6: SAFETY CONSIDERATIONS FOR ATHLETES**SECTION 6a. RISK MANAGEMENT**

The swimmer's safety is the first concern for coaches, administrators, officials and parents. All injuries especially lost time injuries affect success. Accidents happen, but effectively evaluating the risk and implementing safety/loss control programs the number and severity of those accidents should be diminished.

Athletes can become ambassadors for safety. They can become the eyes and ears for facility inspections. Through leadership, they can affect new members' attitudes. They can promote the safety message at home and among friends. Swimmers are an excellent resource for team safety development.

Young people tend to ignore their fallibility and think, "It can't happen to me." How can adults promote safety to this enthusiastic and energetic group of people? How can adults target areas of concern effectively for each age group? The best way to achieve a safe program is to build safety INTO the program. Keep it consistent and reinforce it continuously. Reward safe behavior and remind athletes of the consequences of acting unsafely.

For instance, meet warm-up procedures are designed with specific water entry rules at specific times. The first half is feet first (3 point) with racing starts permitted later. Correlate practice to meet warm-ups. If swimmers are habitually reminded to enter "feet first" during practice warm-ups, they will be conditioned to act the same way at a meet. Make it part of practice, be consistent, remind them and recognize their efforts to comply and safety will become a habit. Safety will become a habit in the same way that touching the wall with both hands in breaststroke does. Training works for strokes, it will work for safety.

"Walk the Talk!" Adults must avoid paying lip service to safety. Promote it because you believe in your swimmers. Remind yourself how important safety is: Look at your swimmers and imagine any one of them as a victim. How will that affect their season? How will it affect the team's success? The team's morale? The team's attitude? Think about those consequences and explain them to your swimmers. Ask them: What if Johnny, a member of your relay team, broke his arm two days before State? How will that affect him? How will that affect you? How will it affect our team?

Consequences are important concepts and athletes can understand them. Discussions led by coaches will be enlightening. The athletes can provide more actual examples of consequence than any database. Lead the thinking, develop the attitude and Walk the Talk. Safety can become a habit!! Make it one of yours!

SECTION 6b. PROFESSIONAL CARE FROM THE AGE GROUP PERSPECTIVE

By Debora Packard, Former Chair, USA Swimming Safety Education Committee

INTRODUCTION

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.

Every age group has different characteristics and there are methods available that appeal to each one.

Team activities that can be used with every group include:

- Publish the rules and go over them with the swimmers
- Talk to the swimmers about safety with a question and answer period
- 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
- Make safety posters around the safety motto and display them in strategic areas
- Include your safety motto in the team newsletter
- Keep records of accident free seasons, months, and weeks; offer a reward
- Designate an annual/seasonal Safety Awareness Week

10 & Unders

Children in this category enjoy compliments, games, coloring contests and immediate feedback. They live in the here and now, with a shorter attention span, and will need constant reminders about their actions. Adults and older swimmers are their yardsticks to measure acceptable behavior. This group is easy to teach safety skills to because they haven't yet developed long standing bad habits. They still try to please adults and aren't as influenced by peer pressure yet.

1. Reward safe behavior with a sticker, pin, etc.
2. Sponsor a Safety Poster or coloring contest
3. Have a safety scavenger hunt with a facilities checklist
4. Be consistent

11-12-13

This group is in a transition stage. They want and need to be treated like adults some of the time, but sometimes they want and need to be treated like children. They are testing and challenging limits constantly, trying to develop their personalities. Peer pressure is a strong factor with this group. They don't like to stand out in a crowd and common goals will be a key for effective safety education. Give them respect and don't talk down to them.

14 & Older

The team leaders. They believe they are invincible. They will prefer discussion over worksheets. There is still the factor of peer pressure with this group; they will be more selective about their friends. The coaches' attitudes are extremely important for this group. They will follow rules for the "sake of the younger children."

1. Give them leadership and responsibility
2. Make them part of the solution rather than part of the problem
3. Tell them that they are setting the standards
4. Assign them a younger swimmer or swimmers to help
5. Let them help write the rules, i.e.,:
 - How can we make this team safe for the little guys?
 - Can you think of a good game for the little guys?
 - What would you tell a little guy about racing starts?
 - Running around?
7. Make safety a priority
8. Be consistent

Coaches need to develop a **safe** philosophy and incorporate **safe** practices into the overall swimming program. This is easy to do with a **positive** attitude. If the coach is having fun with safety the kids will follow suit.

There are several benefits for a swimming club with a Safety Program in place:

1. A safety program will help increase membership because parents want and expect their children to be in a safe environment.
2. Community support and pool use opportunities increase because the various agencies are aware that risk is lowered through active involvement in a safety program.
3. Team spirit and camaraderie increase because swimmers have a common goal, (i.e., accident free seasons and the rewards that go with that).
4. Safety programs **do** reduce the risk of accidents and injuries! This reduces **lost time** for swimmers during a season, as well as fewer headaches for coaches.
5. A safety program will make the coaches' jobs easier.

Guidelines for Safety Discussions

- I. Why safety is important
 - A. Avoid accidents because...
 1. Injuries hurt
 2. Injuries cost money
 3. You will feel bad if you hurt someone else
 4. Injuries result in lost time from swimming

- B. You can have more fun being safe because...
 - 1. You are less likely to get hurt
 - 2. Your friends are less likely to get hurt
 - 3. Other kids, parents and coaches won't get mad at you
 - 4. You learn to avoid trouble
 - 5. There will be more time for play if no one gets hurt

- II. Safety Rules have a reason
 - A. Following rules makes good times better because...
 - 1. You know what is expected from you
 - 2. You might avoid an injury

 - B. Rules are made to protect you
 - 1. Imagine a world with no rules
 - a. It would be crazy
 - b. No one would know what is expected from them
 - c. You would have no protection from bullies
 - d. You would not be safe
 - 2. Imagine a swim meet with no rules
 - a. There would be running, pushing and fighting
 - b. There would be diving, jumping and horseplay everywhere
 - c. You might be the one to get hurt and have no protection
 - d. It would not be fun
 - 3. Rules are good for you
 - a. They make the world a safe place
 - b. They make swimming pools safer
 - c. They are not something the coach just likes to yell about

- III. Keys for safe swimming
 - A. Common Sense
 - 1. If it could hurt you or someone else, **don't** do it
 - 2. If you have doubts about the safety of an action, **don't** do it
 - 3. Think about the consequences or results of your actions
 - 4. Thinking ahead will help you avoid a bad situation

 - B. Courtesy
 - 1. Follow the "Golden Rule"
 - 2. Respect other people and their feelings

 - C. Commitment
 - 1. Practice safety everyday in everything you do
 - 2. Remind others about safety

- IV. Three rules to avoid accidents
 - A. Stop
 - 1. Stop and think before you act

2. Remind others about safety
- B. Look
1. Look where you are going
 2. Look up, down, and all around
 3. Look before you leap
 4. Look for dangerous areas
- C. Listen
1. Listen to your coach
 2. Listen to the officials
 3. Listen to your parents
 4. Listen to your conscience (no matter how tempting a situation may be, your conscience knows if it is dangerous)
- V. Safety considerations for pool areas and locker rooms
- A. Always walk
1. Do not play chase games (especially with younger swimmers)
 2. Pool decks and locker room floors are often wet and slippery
 3. You may slip and fall
 4. You might run into someone else
 - a. It will hurt you if you run into a bigger person
 - b. It will hurt a smaller person if you run over them
 5. You might trip or stumble into a wall or other object
 6. When you play chase, sometimes you don't look where you're going
- B. Be careful on stairs and bleachers
1. Use handrails all the time
 2. Stairs and bleachers are steep and gravity pulls you down **fast**
 3. Injuries from falls on stairs/bleachers can be extreme
 4. Multiple injuries can result from falls on stairs and bleachers
- C. Stay off starting blocks, diving boards, lifeguard stands, railings and other equipment
1. If you fall from a platform...
 - a. You could land on your head on concrete
 - b. You could land on a lane rope
 - c. You could land on a another person
 - d. You could break bones or teeth
 2. If you don't know how to use equipment properly...
 - a. You could fall off of it
 - b. You can be pinched or caught in pulleys and cords
 - c. You can damage your muscles, joints, and bones
 - d. You can lose an eye, a tooth, bloody your nose or get bruised by popping cords and pulleys
 3. Railings and walls are to be used as boundaries, not climbing equipment

- D. Stay out of the water until your coach or instructor is present
 - 1. You can get into water over your head
 - 2. No one could help you if an accident did occur

- E. Keep hands, feet, and other objects to yourself
 - 1. No pushing, hitting, shoving or tripping
 - a. Serious injury can result from falling into something
 - b. If someone is pushed into the pool, they can
 - (1) land on another swimmer
 - (2) hit a lane line
 - (3) hit the edge of the pool
 - (4) hit the bottom of the pool
 - 2. No snapping towels, caps or goggles
 - a. Black eyes, bloody noses and broken teeth are possible
 - b. Broken equipment can result
 - 3. No hitting or throwing kickboards, paddles, buoys or other equipment
 - a. Being hit with equipment hurts a lot
 - b. Equipment is hard and can cause gashes, black eyes, bloody noses and lumps

- F. Use plastic containers for shampoo, lotion, conditioner, soap
 - 1. Glass is slippery when it is wet
 - 2. If glass bottles shatter, sharp pieces will fly in every direction
 - 3. Someone may get hit in the face with flying shards
 - 4. Anyone can step on glass slivers which are hard to see

- G. Turn **cold** water on first in the shower
 - 1. You may be scalded by water that is too hot
 - 2. Being scalded can cause a reaction and you can fall

- VI. Safety rules while you are in the water
 - A. No dunking or splashing
 - 1. It causes choking
 - 2. It scares people

 - B. Stay in the area of the pool your coach or instructor tells you to
 - 1. If you flip over the lanelines, you can be run over by other swimmers
 - 2. You may get in front of someone who is jumping into the pool

 - C. While circle swimming, watch where you are going
 - 1. You can bump into someone else and both get injured
 - 2. You can catch yourself on lane lines
 - 3. You can run into the walls

 - D. Look below, into the water, **before** you enter the pool
 - 1. Enter the water **feet first** the **first time**
 - 2. Check the depth of the water

3. No diving
 4. Do **not** practice racing starts without coach's supervision
 5. Look for swimmers who may be doing backstroke starts
 6. **Always** look for other swimmers
- E. Leave candy, gum and food for after practice. They can choke you
1. Leave jewelry at home
 2. Rings, bracelets, earrings and other jewelry can catch on lane ropes which will wrench you
 3. Jewelry can gash other swimmers
 4. You may lose your jewelry
- VII. Summary
- A. You can learn to be safe around the pool
 - B. Look out for yourself and others
 - C. Respect the rights and feelings of others
 - D. Consider your own responsibility for a safe swim team
 - E. Be safe, not sorry

Questions for Safety Surveys (add your own to the list)

10 & Unders

Do you know the safety rules?

If you pushed someone in the pool, what would you feel like?

What would they feel like?

Would you get in trouble?

What types of safety games do you like to play?

11-12-13

Why is safety important?

What can you do to prevent accidents?

Should you watch out for younger swimmers in practice and meets?

What would you do to avoid a dangerous situation, especially when your friends are doing it?

Is it hard to say no to your friends?

Can you make up a safety game for little kids?

What would you tell an 8 & Under if they were running in the locker room?

Have you ever had an accident around the pool?

14 & Older

Why is safety important?

What can you do to prevent accidents?

How would you make this team safer for the younger swimmers?

What would you say to a little guy getting into trouble?

What would you say to a 10 & Under hanging from the rafters?

Do you know of any games we can use for little guys?

SECTION 6c .

SUMMER SAFETY-PROPER PREPARATION AND TRAINING

By Mike Stromberg, former member, Safety Education Committee

With summer in full swing, summer safety items come to mind dealing with swimmers, coaches, volunteers and spectators at a swim practice or swim meet. Coaches, swim parents, volunteers, meet management and pool operators must develop an emergency action plan to deal with these items: Dehydration, sunburns, heat stroke/heat exhaustion, bee sting/insect sting, and severe weather. All these situations can change a fun meet or practice into a serious situation without proper preparation and training.

Dehydration is due to lack of fluid in the body. Drink plenty of water or fluids - at least eight glasses "non-caffinated" each day. This will help prevent ***dehydration***, which is caused by exposure to high temperature (indoor or outdoor), sun and wind.

Sunburn is caused by overexposure. Also, overexposure can cause many problems, sun poisoning, heat stroke, heat exhaustion and skin cancer. Each individual's tolerance depends on many factors such as skin type, length of exposure, family health history or use of certain medications. Even your facility's geographic location and altitude can effect your skin tolerance. You can help reduce exposure by wearing protective clothing or using sunscreen with a sun protection factor of at least 15.

Heat exhaustion typically occurs after long periods of exercise or work in a hot environment. It can even be brought on by sitting an extended period in a hot environment. There are simple signs to watch for; normal or below normal body temperature, the skin can be cool, moist, pale or red, headache or nausea, dizziness or weak and exhausted body.

Heat stroke is the least common but the most severe heat emergency. It often occurs when an individual ignores the signs of heat exhaustion. ***Heat stroke*** develops when the body systems are overwhelmed by heat and begin to stop functioning. This is a serious medical emergency. The signs and symptoms of heat stroke include red, hot, dry skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing.

Care for heat exhaustion or heat stroke:

1. Get the victim out of the heat.
2. Cool the body with cool, wet cloths, such as towels, and loosen tight clothing.
3. If the victim is conscious, give the person cool water.
4. Minimize shock.
5. Call **EMS** personnel immediately.

Bee/ insect stings, many stinging insects, such as bees or hornets are found around some outdoor aquatic facilities. The stings are painful, they are rarely fatal. Fewer than 100 reported deaths from

insect stings occur each year. Some people do have a severe allergic reaction to an insect sting that can result in a life threatening respiratory emergency. To care for an insect sting, check the sting site to see if the stinger is in the skin. If it is, scrape the stinger away from the skin with your fingernail or a plastic credit card. ***Do not remove the stinger with tweezers, since putting pressure on the venom sac can cause further poisoning.*** Wash the site with soap and water, cover it up to keep it clean and apply ice or a cold pack on the area (not on the bare skin) to reduce the swelling. Watch the victim for severe allergic reaction.

Severe weather is always a concern to everyone, especially during a swim meet. The weather system that concerns most aquatic facilities is lightning, which kills more people in this country than tornadoes, flood, or hurricanes. July and August are the months when most thunderstorm activity occurs. Each facility should have guidelines on when to clear the pool and seek shelter with an approaching thunderstorm. The following procedures are recommended by *American Red Cross Lifeguarding Today*:

1. When a thunderstorm threatens, clear the pool. If possible, get everyone indoors.
2. Keep everyone away from windows or other possible flying debris.
3. Do not let anyone take a shower during the thunderstorm.
4. Do not use the telephone except for emergencies.

In case of tornadoes, weather stations issue a tornado watch, which means that tornadoes are possible; or a tornado warning, which means that a tornado has been sighted and that everyone should take shelter immediately. Things to do during a tornado warning:

1. Stay away from all windows, doors, and outside walls.
2. Go to the location specified by the facility's emergency action plan. Possible sites are a basement or an interior area of the building like a hallway. The best is the communities designated tornado shelters if time permits.

In all the above cases, an emergency action plan must be in place to properly handle each situation and provide an outline to deal with each emergency. The coaching staff of the facilities must take the time to review the emergency action plan at their home pool, along with the meet management at a pool hosting a swim meet. Most of the information provided in this article is from the 1995 release of American Red Cross Lifeguard Today manual, an excellent source of information for everyone to read.

Have a fun summer and safe summer!

SECTION 6d. SAFETY TIPS WHEN TRAVELING AND STAYING OVERNIGHT

Many of you will be traveling with your teams to meets and staying overnight in motels or hotels. The following are some tips to help make your trips safe and enjoyable.

Checking In

1. Protect your name by not repeating it aloud.
2. Guard your room number.
3. Protect your key at all times. Do not lay it on restaurant tables or pool chairs where it can be stolen.
4. Place any valuables in the motel or hotel safe.
5. Never leave valuables in your vehicle in clear view of others--lock them in the trunk.
6. Keep your itinerary to yourself.

Getting To Your Room

1. Proceed to your room along with others in your party. There is safety in numbers.
2. Know the exact location of your room.
3. Beware of being followed.
4. Have your key ready and enter quickly.

(Stairways, Stairwells and Elevators)

1. Generally avoid stairwells. They are not meant for guests to move from floor to floor. They are intended for emergency uses. If you have to travel on the stairways, be aware of someone following you up the stairway.
2. When entering the elevator, stand at the controls. If you were to be attacked, you would want to hit as many floor buttons as possible to be able to escape or call for help. Do not hit the emergency stop button.
3. Another tip for using elevators is to enter last. That way you are not forced to be in the back if you feel threatened. Always notice who exits with you. If you do not feel comfortable, step back into the elevator and return to the lobby to report your suspicions.

Entering Your Room

1. Once at your room, open the door fully. Glance around to make sure you are alone.
2. Hold the door open with one of your bags while you do a quick safety check. Notice any potential hiding places.

Secure Your Room

1. Lock the door and keep them locked at all times.
2. Lock any adjoining room doors and secure all windows.
3. Check to make sure the telephone is in working order.
4. Note how to place outside calls in case you would need to call the police or fire department. You would not want to rely on others to summon help for you.
5. Do not answer the doorbell in a motel or hotel room without verifying who it is. If they say they are an employee, call the desk first to verify someone from the staff is to have access to your room and why.

Returning To Your Room At Night

Use the main entrance. Be observant and look around before entering parking lots.

CHAPTER 7: SAFETY CONSIDERATIONS FOR FACILITIES

SECTION 7a. EMERGENCY ACTION PLANS

The following is from the American Red Cross Safety Training for Swim Coaches Manual: (All suggestions should be adapted to meet the needs of your club or LSC)

Various types of emergencies can occur at an aquatic facility, even at one that is well supervised. Handling these emergencies is the responsibility of everyone involved, such as lifeguards, coaches and facility management. Consequently, every facility should have written, practiced procedures that are specific to every potential accident or emergency. Any delay during an emergency situation can cause additional injury or death.

In the initial development of an emergency plan, the pool or facility management should consider every type of emergency, both life-threatening and non-life-threatening, that could occur at the facility. A detailed plan for emergencies should be put in writing in the operations manual for facility staff. The plan should be thoroughly reviewed and practiced regularly by all staff members.

Additional personnel who should be involved in the development and practice of emergency plans include local law enforcement and fire departments, EMS personnel, gas and power companies, water authority agencies and chemical supply companies. Each of these groups will have helpful information; methods and procedures can be updated.

The following points should be considered when developing an emergency action plan:

Chain of Command: The chain of command or table of organization should be included so that all persons clearly know and understand the lines and limits of authority and responsibility for their own position and those of others in the structure. This must be clearly understood by the coaches and all staff.

Local Ordinances: State or local ordinances should be checked. Facility standards, policies and procedures should be updated to coincide with all ordinances. This information can be obtained from health departments, police and fire department and local utility companies.

Record Keeping: Past records of injuries and emergencies should be reviewed and analyzed. These records will give insight into the causes of previous injuries and the action that was taken by the staff during these situations. Conditions such as weather, number of swimmers, number of coaches on duty and any other influencing factors should be considered. Action plans should be established for the most common possible injuries.

Public Safety Personnel: Public safety personnel should be consulted and involved in the development of emergency plans. Police, fire and EMS personnel can provide valuable information about response times, lines and limits of authority and the amount and types of assistance that are available and that may be needed. Emergency personnel who are expected to respond to a call from a facility should be given clear directions on how to find and approach the facility. The directions to the facility should be posted by the telephone,

enabling anyone to direct safety personnel to the facility. The participation of public safety personnel will help to establish a smooth transition process for the victim and all of the staff who are involved in an emergency.

First Aid Area: An area should be designated for first aid care for all victims of accident or illness. When there is no danger of causing further injury, victims should be moved to the First Aid area as soon as possible. The area should be as private as possible, with easy access for rescue personnel. The location of the first aid area should be known to all staff. All personnel and equipment that will be used in this area should be specified so that there will be no confusion during an emergency. This area should have clear identification, such as "Emergency First Aid Room."

Equipment: All rescue and first aid equipment should be inspected on a regular basis and should be easily accessible. Any piece of equipment that is not in good condition should be removed and repaired or replaced immediately.

Emergency Procedures: While a coach may be the first to respond to an emergency, assistant coaches, swimmers and lifeguards should have responsibilities in the event of an emergency. All appropriate staff, plus swimmers included in this plan, should rehearse the procedures at least once a month. Included in this plan should be determining the wind direction for appropriate evacuation upwind from chlorine gas at an outdoor facility.

Determination of wind direction by a quick glance at the backstroke flags will help in proper evacuation procedures.

Repetition develops confidence and the likelihood that procedures will be conducted competently. Coaches must remember that in all cases their main responsibility is the safety of the swimmers. They must remain calm in all situations and do what they are trained to do.

Equipment Replacement: The facility management should make arrangements to replace all equipment and material used during an emergency as soon as possible. For example, if a victim has a suspected spinal injury and is transported to medical care on the facility's backboard, a second board should be available.

Reports and Records: All injuries and rescues should be reported in writing. A system of records and reports should be developed, and every coach and lifeguard should be thoroughly trained in the proper procedures for filling out and filing occurrence reports.

Spokesperson: In case of emergency, the owner or operator of an aquatic facility should designate a mature person to be responsible for informing the victim's relatives and for providing information and news releases. This helps eliminate the possibility of misinformation about an injury to the swimmer or the cause of the accident.

SECTION 7b. FACILITY SAFETY AUDIT

Purpose: To determine the potential for injuries due to facility conditions.

Objectives:

1. Assess overall condition of facility or locations.
2. To identify hazards that may cause or contribute to bodily injury or property damage.
3. Document concerns and make recommendations for corrections to property owner.
4. Document actions taken or lease conditions.

Checklist on following pages....

Facility Safety Checklist

	Yes	No	Action Taken	Date of Safety Check	Action Needed
Deck Checklist					
Safety equipment in good condition and available					
Rescue tubes and straps in good condition and available					
Backboards with head immobilizers and straps readily accessible					
First Aid station clean, supplies accessible and well stocked.					
First Aid equipment-AED and oxygen equipment accessible.					
Telephones working properly – emergency phone numbers posted and visible					
Rules posted and clearly visible					
Deck not slippery and in good condition – no raised edges, cracked tiles, etc.					
Deck clear of patrons’ belongings					
All equipment used by patrons stored properly					
Deck is clear of standing water					
Deck is not slippery					
Deck is clear of glass objects					
Pool Checklist					
Ladders secured properly					
Steps not slippery and in good condition					
Ramp not slippery and in good condition					
Lanelines attached properly and buoys intact – no sharp edges					
Water temperature in the pool meet the USA Swimming Regulation 103.7					
Pool depth markings/warnings are clearly visible					
Water color and clarity satisfactory					
Pool free of debris and drain cover secured					
Gutters cover intact and with no sharp edges					
Water chemical readings and circulation meet the local ordinance standards					
Starting blocks are anchored properly and secure					
Starting blocks starting surface – non slippery					
Starting blocks properly labeled or closed for warm-ups					
Backstroke flags at the correct distance and height					
Locker rooms					
All areas clean and free of algae					
Floors clean and not slippery					
Drains clean and wastebaskets empty					

	Yes	No	Action Taken	Date of Safety Check	Action Needed
Locker rooms – continue					
Lighting fixtures operate properly					
Drinking fountains and sinks clean					
Lockers/benches secured in place with no rough edges					
Toilets and urinals clean and operating					
Toilet and paper towels stocked and supplies available					
Locker rooms clear of glass objects					
Recreational Equipment and Play Structures					
Ladders to diving boards – Closed					
All play structures – Closed					
Chemical Storage Areas					
Chemicals stored properly					
Doors labeled properly					
Signs legible and in good condition					
Doors locked					
No suspicious odors					
Other Areas of Concern					
Pavements for walkways and parking lots are free of damage and/or deterioration that could lead to accidents resulting in an injury					
Lighting fixtures along walkways and in parking lots are operable					
Building exits are free of debris, permitting easy access and egress					
Fences and gates surrounding the facility are in safe and working order					
Entrances to the pool area can be locked to prevent access during non-operating hours					
Emergency Plans					
Facility Emergency Action Plan					
Facility Weather Action Plan					
Emergency equipment is readily accessible					
LSC Incident Report Form Available					
LSC Incident Report Form Has Been Completed and Filed					

A signature is required of one of the following:

Facility or Meet Director _____ Date _____

Referee _____ Date _____

Designated Safety Officer _____ Date _____

SECTION 7c. POOL-SPECIFIC FIRST AID KIT

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 will 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 dressings 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 some ways to do this.

Strains and 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.

See following page for items in first aid kit....

Suggested items for a first-aid kit:

- first-aid manual
- sterile gauze (pads and roller)
- tape (adhesive, paper, plastic, etc.)
- 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

CHAPTER 8: OPEN WATER

SECTION 8a. When You Train In The Lake Don't Miss The Boat

by Rick Walker, Open Water National Team Coach

As more and more clubs, coaches and athletes are becoming aware of the benefits that Open Water training can provide, it is important that they also understand the hazards involved. As the Open Water season begins USA Swimming would like to inform you of certain precautions that should not be overlooked while training. Please read the following suggestions and have a great summer of training out of the pool so you can swim faster in the pool.

As a coach, you must first identify the factors that you will be dealing with so you will eliminate unforeseen risks. The known factors which are sometimes overlooked are: age, experience, physical ability, and athlete to supervisor ratio. It is important to understand that your athletes might be able to handle the distance going out, but may struggle coming back. If you are ill-prepared, you could find yourself and your athletes in trouble. Please make sure that you also have enough escort craft with you in a large group. If you have to stop for one athlete the other athletes will then be unattended. Should they need assistance they will be essentially alone. Keep in mind that going from yards to meters can be difficult because there are less walls, open water swimming has no turns and no lane ropes to hang onto. Make sure your athletes are prepared and know what to do when in trouble.

There are certain environmental factors that should be considered. As the Red Cross has always taught us never to dive into water which you can not see the bottom, so to should you never do an open water session without considering these factors: wind velocity, water and air temperature, dangerous marine life, cleanliness of water, visibility, water depth and currents, weather conditions, and floating object dangers. How many stories have we heard of being in a boat in the middle of a lake and a storm just blew up out of nowhere? This is one of the most dangerous of situations that can happen. If you are training near shore for most of your session you can avoid most of this risk. However, if you are swimming out and back, then please be aware of your weather conditions and swim back at the first sign of foul weather. When swimming in clear water, winds can often times kick up bottom soils and make things unclear. If you don't know what you're swimming in this can sometimes become a danger. The coach should have signals that will indicate to the swimmer when they need to look up or stop. This way the coach can stop an athlete before they run into a floating object or another boat.

While USA Swimming requires its coaches to know how to deal with aquatic dangers; the open water coach, whether they are heavily into it or not, should be aware of the risks and know how to respond to dangerous situations. Please read up on hypothermia, hydration, and deep water rescue. Knowing these safety measures will help to ensure your athletes safety. Under no uncertain terms should a group of swimmers be left unescorted. Know your craft and make sure you can handle emergency situations. If you are using a motor craft be sure to keep your distance, let no athlete swim from behind the craft, and always know where your athletes are during the swim. Open Water swimming is a great alternative to the boredom of training in the pool. It can literally bring back the enthusiasm of a program. Studies have shown that swimmers who have trained in open water show a higher level of aerobic conditioning and enter into aerobic energy systems quicker than a majority of the pool only swimmers. We have also seen tremendous positive crossover when swimmers return to the pool. Many clubs, colleges and universities use this as part of their pre-season and season preparation. USA Swimming wants to make sure you do it safe so you can keep on doing it. Don't let these guidelines scare you, let them prepare you. When swimming in open water you prepare accordingly. Have a great season and don't miss the boat!

CHAPTER 9: MISCELLANEOUS/FORMS**SECTION 9a. BLOOD BORNE PATHOGENS**

Aggressive treatment of open wounds or skin lesions should be followed. In particular, whenever a swimmer or any other person suffers a laceration or wound where oozing or bleeding occurs, the competition will be stopped at the earliest possible time and the swimmer or person should leave the pool or area and be given appropriate medical treatment. When it is deemed necessary by the meet referee (or his or her appointed person) a swimmer or any other person at a USA Swimming meet may be disqualified from further competition if bleeding or oozing cannot be controlled or wound covered appropriately.

SECTION 9b. MISCELLANEOUS

Resources for Risk Management Meetings:

- USA Swimming Headquarters is there to support you and supply you with other information that can assist in planning and presentation. Call 719/866-4578 and ask for Member Services.
- Your local American Red Cross office is an excellent resource on many of these topics.
- Your own team is a source of information: coaches, parents involved in health and safety fields, or legal fields can help plan meetings.
- Community resources such as the pool staff, fire departments, medical, legal and risk management professionals are excellent resources.

SECTION 9c. RESOURCE LIST

National Agencies:**American Red Cross National Headquarters**

Health and Safety Services
8111 Gatehouse Road
Falls Church, VA 22042
Website: <http://www.redcross.org>

OSHA (Occupational Safety & Health Administration)

(Domestic Only)
U.S. Department of Labor
Occupational Safety & Health Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210
Website: <http://www.osha.gov>

USA Swimming Member Services Staff

1 Olympic Plaza
Colorado Springs, CO 80909
Website: <http://www.usaswimming.org>
Phone: (719) 866-4578

Staff Contacts:

Safety Education Committee Staff Liaison – Carol Burch

Coaches Safety Education Certification Requirements -- Cathy Durance

Insurance/Risk Management Program Manager – Mary Illich

Risk Management Services, Inc. (*Insurance/Risk Management*)

Post Office Box 32712
Phoenix, AZ 85064-2712
Phone: (800) 777-4930 (Sandi Blumit x12 or Eric Peterson x11)
E-mail: sblumit@theriskpeople.com or epeterson@theriskpeople.com

USA Swimming Safety Education Committee

Allan Meier, Chair
E-mail: allan.meier@wosc.edu

SECTION 9d. FORMS

REPORT OF OCCURRENCE FORMS

How do 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 inform both USA Swimming and its insurer of accidents and potential claims.

As stated in the USA Swimming Insurance Summary, a Report of Occurrence form must be completed any time an accident occurs at a USA Swimming function, whether or not it involves a USA Swimming member. This form must be filled out and submitted regardless of how minor the accident may appear. Injuries involving spectators should also be reported. The form 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.

Copies of the report should be sent to the following:

USA Swimming
Attn: Risk Management
1 Olympic Plaza
Colorado Springs, CO 80909
Fax: 719/866-4050

Risk Management Services, Inc. Local LSC Safety Chair
P.O. Box 32712
Phoenix, AZ 85064-2712
Fax: 602/274-9138

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 form is attached. The form is also found on the website at: www.usaswimming.org then click on "Swim Clubs" and then click "Insurance/Risk Management."

USA SWIMMING - Report of Occurrence

(Circle one) Personal Injury/Property Damage

(Please Print Clearly)

Date of Incident: _____ Time of Incident: _____ LSC: _____ Name of Club: _____

Injured: Athlete Coach Official Member/other: _____ Guest/Spectator Other: _____

Name (Legal): _____ USA Swimming ID#: _____

Address: _____ City/State/Zip: _____

Date of Birth: _____ Age: ____ Sex: M F Phone: (____) _____

Where did the incident occur?: In Water Deck On Blocks Locker Room Bleachers Hallway Stairs

Gym Outside Venue (List) _____ Other _____

Activity: Meet/Competition Meet/Warm-up Meet/Warm down

Practice/Water Practice/Dry-land Other: _____

Facility Name: _____ City/State: _____

Facility Type: Indoor Outdoor

Describe the incident: _____

Affected Body Part (Specify R or L): Head/Neck Leg/Foot Ears/Nose/Mouth/Teeth Hand/Arm Knees

Shoulder Torso Internal Other: _____

Describe the Injury: _____

On Site Care Given by: Coach Parent EMT/Paramedic Facility Staff: _____

name of person giving care

Care Given on Site: Ice Immobilized Bandage Cleaned Other: _____

Care Refused by Injured: Yes No

If yes, Signature of Injured or of Guardian/Parents if under 18 yrs of age: _____

Parent/Guardian notified: No Yes Comment? _____

Taken to Clinic/Hospital: No Yes If yes, location: _____

Please include names and phone numbers of two (2) witnesses: (If others, list on reverse)

_____	_____	(____)
Name	Address	Phone

_____	_____	(____)
Name	Address	Phone

Activity Supervisor: _____ (____) _____ (____) _____
Please print Daytime Phone Evening Phone

Report Submitted By: _____ (____) _____ (____) _____
Please print Daytime Phone Evening Phone

Date Report was submitted: _____

Club Personnel/Club Safety Coordinator is responsible for returning completed form immediately following incident to:

USA Swimming	and: Risk Management Services, Inc.	and: LSC Safety Chairman
Risk Management Department	P. O. Box 32712	
1 Olympic Plaza	Phoenix, AZ 85064-2712	
Colorado Springs, CO 80909	FAX: (602) 274-9138	
FAX: (719) 866-4050		

Please attach any additional reports (facility reports, newspaper articles, witness statements).