

Marshals

Safety First. USA Swimming holds the safety of its athletes paramount to their involvement in the sport. Marshals are the primary enforcers of safety rules, but all carded USA Swimming members need to be aware of and enforce safety practices. Marshals must strive to keep our swimmers safe before, during and after the meet.

USA Swimming *Rules and Regulations* provide that Marshals shall:

- Enforce warm-up procedures and maintain order in the swimming venue.
- 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 language, or whose actions are disrupting the orderly conduct of the meet.

"Swimming venue" means the area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around outdoor pool), locker rooms, any adjacent areas used by the swim meet, and such other areas as may be specifically designated by the host club or organization, meet director, or meet referee.

The Meet Director must identify the Head Marshal in the application for meet sanctioning by Pacific Swimming. The Meet Referee has responsibility to establish safety rules for safe conduct of the meet within the guidelines of Pacific Swimming and USA Swimming. The Head Marshal is responsible for enforcing the safety rules, and reports to the Meet Referee. All Marshals are officials of the meet and **MUST** be non-athlete members of USA Swimming. Any carded USA Swimming official may be asked by the Meet Referee to assist with marshal's duties as needed at a swim meet.

Head Marshal Job Duties

Before the Meet:

- Recruit a crew of marshals to cover the assignments—remember, locker rooms need to be monitored, so a mix of men and women is needed.
- Make sure all marshals are members of USA Swimming; registration can be done on deck at meet time (no surcharge on the registration fee).
- Get a copy of the Pacific Swimming *Safety Guidelines and Warm-Up Procedures* —these are included in the Meet Director's packets.
- Have a plan for the pool lane set up—which lanes are to be designated as general warm up, push pace, and race start; lane designations are established by the warm-up procedures, but can be modified by the Meet Referee.
- Meet with your crew of marshals for training, and ask the Meet Referee to join you.
- Schedule a venue walk-through a few days before the meet with the Facility Manager, the Meet Director, and the Head Lifeguard who is assigned to your meet.
- Have a safety checklist—go over it.
- Document concerns and recommend corrections before the start of the meet. Note anything broken at the facility, such as cracked windows. (Swim teams have been billed after a meet for repairing items that were broken or damaged before the meet.)
- Ensure that the whereabouts of first aid supplies are known, and that the location and contact details for the nearest paramedics and hospital are known.
- Let the Meet Referee know of any problems.

During meet set-up:

Make sure the supplies you will need are there: Traffic cones, lane designation signs (General Warm-up/Race Starts/Push Pace), rolls of yellow caution tape, duct tape, and distinctive marshal vests or other attire.

At the Meet:

- Be at the pool 20-30 minutes before warm-ups open.
- Your marshals must be ready to work as soon as warm ups are scheduled to begin.
- Before the pool is open warm-ups:
 - Φ Post Pacific Swimming *Safety Guidelines and Warm-Up Procedures*
 - Φ Make sure lane designation signs are up—initially all lanes should be for General Warm Up
- The Meet Referee will open the pool when marshals are on station and the pool is considered to be safe.
- Once the pool is open follow the Referee's instructions for lane use; if a coach asks for Push Pace and/or Race Start lanes, go ahead and make the lane designation changes according to the *Safety Guidelines and Warm-up Procedures*, or as instructed by the Meet Referee.
- Check with the Referee before any announcements are made. The Referee can modify the warm-up schedule if needed.
- During the meet be sure to check in with the Referee, let the Referee know your plan of rotation.
- Make sure any accidents are properly reported on a *Report of Occurrence* form.

Marshal Job Duties

You are the safety representatives of USA Swimming on deck. Your presence on deck, and your attention to safety, helps your club maintain the protection of USA Swimming insurance within the meet venue for the duration of the meet.

- Be on time for your assignment
- Observe the deck and around the starting blocks.
- Keep clear the areas where the swimmers need to walk—such as a route between the warm-up/warm-down pool and the starting blocks.
- Keep “non-swimming” swimmers and parents out of the timers view line *especially for starts and finishes*.
- Monitor the warm up lanes to assure swimmers can warm up and warm down; keep the swimmers moving; no diving, circle swimming only—the warm-up/warm-down lanes are not a place to visit and not a place to play.
- Is the deck safe—no running or horseplay that could cause injury?
- Are there glass containers being used by anyone on deck? If so, have the containers removed.
- Check locker rooms and bathrooms. Are they safe? Let the pool staff know about any supply problems you discover.

Do you need more help? Ask the Meet Director for more volunteers.

Your attention needs to be on the swimmers and the meet venue. If you need to attend to personal business while on duty, ask a registered non-athlete member to cover. Remember, inadequate marshaling of the venue may invalidate the USA Swimming insurance granted with the meet sanction and may leave your club liable for damages from any incident. **THANK YOU FOR YOUR HELP!**