

RISK MANAGEMENT

INTRODUCTION

It was a cool morning. Rebecca, a 14 year old schoolgirl had arrived at the Hornsby pool on time. There were 15 other students at the pool with her. The rest of her 200 strong school were held up in Sydney traffic. The school sports master and other teachers were watching as students arrived and took seats for the school swimming carnival.

Rebecca was a strong swimmer and keen to start her warm up. The sports master gave her and several other swimmers permission to do warm up laps. Three other students watched Rebecca swim up and down the suburban Sydney pool. The teachers and pool staff kept a keen eye on proceedings as students arrived, took up their place in the stands or started warming up. There was a sense of excitement and anticipation in the air. This was soon shattered by shock and despair.

A teacher was startled into action upon hearing a traumatic child's cry for help. Rebecca was in waist deep water and slumped over the edge of the pool. The sports master and a student started cardio pulmonary resuscitation until pool attendants arrived with the oxy-viva. This was to little avail. The oxy-viva equipment had not been serviced since 1989, the gas cylinder was empty and the resuscitator mask was in poor condition. Rebecca did not regain consciousness and died in hospital in May, 1993.

In March, 1994, the Coroner conducted an inquest into Rebecca's death. At this inquest, the Hornsby Pool Manager gave evidence that:

- ◆ he had leased the pool since 1986;
- ◆ he knew how to set up the oxy-viva equipment but had received no training in how to use it;
- ◆ he had never had cause to use the oxy-viva equipment;
- ◆ the resuscitator had last been serviced in 1989 and probably not disturbed since;
- ◆ the gas cylinder was empty and the resuscitator mask in poor condition.

Evidence was given that properly used, the oxy-viva could supply nine times more oxygen than cardio pulmonary resuscitation.¹

Fortunately, Swimming Queensland has to date been tragedy free. We should not allow our good fortune to let us be complacent and ignore our responsibilities. It is the duty of all concerned in the management of the QSA and affiliates to ensure that proper risk management procedures and insurance coverage are in place.

¹ The story of Rebecca is taken from an article by Marianne Robinson published in the July - August 1994 ASCA coaching magazine.

WHAT IS RISK MANAGEMENT?

A policy on risk management is designed to minimise risks facing the Association, affiliated clubs and their members (collectively referred to as the Sport), whether appearing in the form of financial loss or physical injury or damage. It involves a number of steps summarised as follows:

- ◆ to identify risks which threaten the well-being of the Sport;
- ◆ to assess the importance of those risks and the consequences to the Sport if they are ignored. (The focus is on safety issues and minimising potential litigation);
- ◆ To design a process to eliminate or minimise those risks;
- ◆ To take all possible steps to comply with that process; and
- ◆ To constantly review the process so that it can be improved and grow to suit the needs of the Sport.

WHAT IS IT FOR?

If risks are not controlled, a number of potential consequences flow from those risks. In particular, the Sport or a section of it must consider the following:

- ◆ extensive financial liability may have to be met by the Sport, limiting the funds that can be channelled directly into its true purposes;
- ◆ physical injury or financial loss may be suffered by swimmers, coaches, officers, volunteers or public if proper attention is not given;
- ◆ limiting costs by minimising insurance premiums;
- ◆ the reputation of the Sport may suffer if safety and accountability are not observed;
- ◆ the Association and / or its members and officials may be sued or fined for failing to comply with legal obligations;

POLICY REVIEW:

A policy governing the broad range of risks facing the Association cannot be written in stone. As it is implemented it will become apparent that some processes are manageable while others require variation to suit convenience. It is imperative that all people responsible for complying with the policy are turning their minds to ways in which activities in their domain could be done better. This applies to officials, coaches, swimmers, volunteers, employees, contractors, affiliated Clubs and associations and the Association as a whole.

RESPONSIBILITY:

It is vital that all clubs, members, swimmers, coaches, officers and agents of the Association understand their role in complying with aspects of the policy on a day to day basis. They are also the people best placed to identify problems with it and recommend a range of improvements.

People in all of these categories have the ability to cause injury or loss through a failure to appreciate and avoid risks. In the interests of the Association and its members it is vital they understand their responsibilities under this policy.

OFFICE BEARERS:

Officers of the Association and of the affiliated bodies are obliged both under general law and by statute to observe certain standards in carrying out their duties as directors. A failure to comply with these minimum standards may expose an officer to a broad range of claims by the Association or the affiliated bodies, or other people suffering loss.

The general law requires a director to take reasonable care in carrying out his functions, taking into account the director's skill, knowledge and experience. The director must also act honestly, taking care to avoid conflicts between the duty to the Association or affiliated bodies and either duties to other organisations or personal interest.

The *Corporation Law* imposes similar concurrent obligations which allow for a civil penalty to be imposed when they are breached.

The Association or affiliated bodies are entitled to claim against an Officer who has breached one of these duties, any gain made by the Officer, or loss suffered by the Association or affiliated bodies as a result.

There is a misconception that Officers are free from liability if the Association or affiliated bodies have been incorporated. This is clearly not the case and an Officer may still be held responsible for some liabilities. Officers should read and understand Appendix "C" on Director's Duties before taking up office.

WHO MAY SUFFER A LOSS?

The Sport can be liable to a wide range of people. Many of those capable of causing loss are also susceptible to suffering a loss. That loss, in many cases, can be sheeted home to the Sport because of a failure to manage the risk. The classes include:

- ◆ swimmers;

- ◆ agents of the sport;
- ◆ officers;
- ◆ members of the public
- ◆ affiliated bodies.

So far as these types of people are concerned, the loss may be physical (in the sense of an injury) or may be financial (in the sense of causing that person some form of financial expense or loss of opportunity). There are also risks which may result in fines, penalties or cancellation of registration which are imposed because the Association fails to comply with an obligation imposed by law.

The following topics set out areas of significant risk which may lead to loss or injury.

AREAS OF RISK

(1) NEGLIGENCE

(I) RISK:

The purpose of this section is to minimise liability which results from the Association, or one of its agents or officials, or affiliated bodies failing to take reasonable care to avoid foreseeable risks of injury to others. The result of negligent behaviour may be physical damage or injury or financial loss.

(II) MANAGING THE RISK:

Foreseeable risks are apparent in a wide range of activities within the Sport. The principal rule for all people at all times is to consider the potential consequences of any act or any failure to act, most importantly in the following areas:

SUPERVISION - There should be a practice of requiring use of facilities to occur only with adequate supervision. In particular, coaches present at the venue should ensure that swimmers and other pool users are properly supervised at all times. It is particularly important for constant and diligent supervision to be maintained over younger, less experienced swimmers or the participants in learn to swim classes. At no time should children be allowed to use the pool either alone or with others unless supervised by an adult suitably trained to administer first aid and resuscitation techniques.

TRAINING SESSIONS - Coaches should ensure that all training sessions which are being conducted in facilities open to the public will minimise the level of interference caused by

the training session. Lane ropes should be used to section off the pool area for different uses and information should be provided, either by signage or instruction, to ensure that the public will not stray into the training areas;

COMPETITION SAFETY - All entrants competing in events run by the Association or affiliated bodies are entitled to expect that competition is conducted in a safe manner and care will be taken for their safety. Experience suggests that the area swimmers are most likely to suffer injury is in the warm-up area. The Association regularly reviews and publishes warm-up procedures. Coaches must ensure that these procedures are strictly adhered to without exception. For the guidance of clubs a guide to Warm Up Procedures is at Appendix "B";

MEDICAL TREATMENT - All training and competition activities should be supported by proper medical facilities. This should include:

1. A first aid kit maintained on the premises, its contents decided in consultation with a qualified medical practitioner;
2. A suitably qualified medical practitioner available at short notice in the case of serious emergency;
3. The presence of a person, preferably a coach, suitably qualified to administer first aid and perform resuscitation techniques if required. All injuries that are not of a minor nature should be referred to a qualified medical practitioner for immediate assessment.

People other than qualified medical practitioners familiar with the drug policy of the Australian Sports Drug Agency should not be administering drugs to swimmers or other people,

First aid kits should be regularly checked by a qualified medical practitioner to ensure that their contents are suitable for their intended purpose. No drugs should be available that are not authorised under the drug policy of the Australian Sports Drug Agency.

ACCESS WAYS – There should be adequate access to amenities should emergency services be required. Evacuation procedures should be established at all venues so that occupants can be given appropriate directions in an orderly manner in the event of fire or other emergency;

SPECTATORS - At events where spectators are present, their access to the competition area should be restricted by clear signage and / or barriers. In the case of larger crowds, consideration should be given to security services to assist organisation and control of crowds, and remove unruly spectators where necessary.

TRAVEL - When swimmers travel together to venues as a team under the authority of the Association of affiliated bodies, a supervisor should be placed in charge of the team and be responsible for supervising the conduct and behaviour of the team members. The team members must comply with any direction or request of the supervisor to ensure that all risks or injury or property damage to team members or the public are avoided.

Other areas which should be monitored under the authority of the RMO include:

BUILDING AND STRUCTURES - All buildings should be structurally sound and periodically inspected, cleaned and repaired. Pool surrounds may collect water and should be surfaced with a non slip fabric or clearly signed to ensure that users are aware of the potential hazard. If drainage of these areas is poor, people should be designated to reduce the problem by mopping or other form of drainage. A safety audit should be conducted of all facilities at which the Association or affiliated bodies conduct activities.

CHANGING FACILITIES - change rooms should be sufficient in number and space and properly cleaned after training and competition. All associated equipment such as hot water systems, air conditioners and ceiling fans must be regularly serviced and maintained in safe working order.

FOOD AND BEVERAGES - Any food or beverages provided at Association or affiliated bodies endorsed events should comply with and be prepared in accordance with appropriate health standards. Any items that do not should be removed from stock, whether intended for sale or otherwise. If alcohol is to be provided, adequate control must be ensured.

CAR PARKING - areas set aside for parking at events should be well lit and free from potential hazards eg. broken glass, potholes. Regular inspections should be undertaken, whether or not extensive use of the area is intended. However, because extensive use increases the risk of injury from such a hazards, it is imperative that inspections be conducted immediately prior to events.

SKIN CANCER - it is prudent to provide, whether by sale or otherwise, suitable safeguards against the risk of skin cancer for coaches, swimmers, officials and spectators. Consideration should be given to making available, whether by sale or otherwise, sunscreen, sunglasses and hats. Coaches should be encouraged to recommend sun safe practices to their swimmers so far as is possible within the limits of their training programs.

CONSTITUTIONAL POWERS - officers exercising disciplinary powers must ensure that they are acting in accordance with the relevant constitution and the minimum requirements of the Associations Incorporation Act. In particular, natural justice must be granted to the person in question, by advising them of any allegation, allowing them time to consider their position and then granting them an opportunity to respond. Any penalty to be imposed, whether by way of fine or suspension, must be in accordance with the rules.

(2) WORKPLACE HEALTH AND SAFETY

(I) RISK

The *Workplace Health & Safety Act 1995* imposes obligations on both employers and people in control of workplaces to ensure that the risk of injury is minimised for all people who come onto the workplace. In a sense, it is similar to negligence where reasonable care must be taken and more on the resulting safety of the workplace. It also places an obligation on workers and other people (including swimmers, coaches, volunteers, the public) coming onto the workplace to act responsibly and to comply with any instructions given.

If a workplace is considered unsafe, a workplace health and safety inspector may issue a notice requiring the problem be rectified. If it is not rectified within the time specified in the notice, the occupier may be prosecuted for the commission of an offence. However, even if they workplace has not been reviewed by an inspector and an injury is suffered because of an unsafe work practice, a prosecution may result automatically.

(II) MANAGING THE RISK:

Because the Association or affiliated bodies can be fined for breach of their obligations, it is important that all areas be assessed and reviewed in the context of precautions under the "Areas of Risk - Negligence" section above.

Unlike negligence, a Workplace Health & Safety fine is essentially a criminal prosecution, for which insurance may not extend. For this reason, it is even more important that these initiatives be observed.

Coaches in the employ of the Association or affiliated bodies must be accredited.

(3) AWARD ENTITLEMENTS

(I) RISK:

The purpose of this section is to avoid liability arising out of a failure to comply with industrial awards.

These awards are determined by the Industrial Relations Commission and set minimum standards for employers to comply with in relation to wages, hours of work, leave, overtime and allowances. A failure to comply with award entitlements may leave the Association liable to:

- ◆ pay entitlements owing, which may relate to significant sums of money built up over a long period; or
- ◆ prosecution for breach of the award.

(II) MANAGING THE RISK:

Enquiries should be made to determine any applicable awards and their minimum entitlements.

(4) ASSOCIATIONS INCORPORATION ACT REQUIREMENTS:

(I) RISK

The purpose of this section is to ensure that the Association and Affiliates avoid statutory penalties and maintain their status under the *Associations Incorporation Act*. If the incorporation is cancelled the Association and Affiliates lose the benefits which flow from holding corporate status.

(II) MANAGING THE RISK

It is important to ensure that:

- ◆ the Association and its Affiliates limit their operations to stated objects;

- ◆ the Association and its Affiliates refrain from any activities which are contrary to the public interest;
- ◆ the Association and Affiliates (through their committees), comply with all accounting, record keeping, audit and statement obligations each financial year; and
- ◆ the Association and its Affiliates hold an annual general meeting within six months after the previous financial year end.

Failure to comply on any occasion will not automatically place incorporation at risk. However, a discretion to take action rests with the Director General under the Act and it is prudent to avoid placing the Association in unnecessary jeopardy.

(5) DEFAMATION

(I) RISK

The purpose of this section is to avoid liability arising out of written or spoken statements made by or on behalf of the Association, affiliated bodies or by any of their agents.

A statement will be defamatory if it is published to another person (whether that be in private, at a public meeting or to a journalist) and is likely to injure someone's reputation or their trade or profession or is likely to cause others to shun, avoid, ridicule or despise them.

If a statement is made that falls within this definition and the person making the statement does so in their capacity as an Officer or representative of the Association or affiliated bodies, the person whose reputation is injured may bring a claim against both the maker of the statement and the Association or affiliated bodies to obtain compensation.

(II) MANAGING THE RISK

The best means of avoiding the risk is to say nothing that is ever likely to affect another's reputation in a negative way. That may not always be realistic and the law recognises a number of situations where these types of statements are acceptable.

If a statement is to be made, and it is intended to convey information or an opinion which is critical of any person, the maker of the statement should consult at the very least with the Chief Executive Officer who will assess whether legal advice should be taken.

If a statement has been made without vetting it through the established procedure, it should be reported to the Chief Executive Officer so that steps can be taken to rectify the situation by taking legal advice, issuing an apology or consulting with the aggrieved person.

(6) NUISANCE

(I) RISK

The purpose of this section is to avoid repercussions from members of the public who are victims of substantial and unreasonable interferences with enjoyment of their residences. The most relevant interferences come from excessive noise levels, bright lighting, parking problems or disrespect for private property.

(II) MANAGING THE RISK

Steps should be taken to ensure that where potential nuisances cannot be avoided, they can be reduced to manageable levels and imposed with suitable public relations. For example:

- a) noise and lighting levels should be monitored at events which take place in suburban or residential areas on a regular basis. A nuisance is less of a concern if it takes place as a one-off. The noise level should not exceed a volume which is adequate to serve its intended purpose;
- b) for a one-off event, it is prudent to provide information accessible to likely complainants through signage or advertising so that they will have a maximum notice of any potential inconvenience;
- c) where larger crowds are expected, or if parking facilities are sparse, the use of stewards to assist drivers to park considerately in the interest of other spectators and residents; and
- d) control should be exercised over the levels of alcohol (if any) that is consumed at authorised events. Care should be taken to ensure that the risk of patrons over-indulging is minimised and, for larger events, some form of security to control unruly patrons is advisable.

(7) DISCRIMINATION

(I) RISK

The purpose of this section is to prevent complaints being made against the Association or affiliated bodies for unlawful discrimination or sexual harassment. The Association or affiliated bodies are obliged to ensure that neither it nor any of its Officers or agents:

- ◆ unlawfully discriminate against any employee or member; or
- ◆ engage in sexual harassment of any person.

Unlawful discrimination will occur if a person is treated differently because of a particular characteristic including:

- ◆ marital status;
- ◆ sex;
- ◆ pregnancy;
- ◆ age;
- ◆ race;
- ◆ impairment;
- ◆ religion;
- ◆ political belief.

It is important that the Association or affiliated bodies take steps to eradicate any discrimination or harassment as it is deemed to be responsible for the acts of its employees or agents.

(II) MANAGING THE RISK

All officials, employees and agents should be aware of the minimum requirements of anti-discrimination legislation. As a general rule, decision-makers should specifically assess whether they might be relying upon one of the specific criteria when making a decision. Those decisions may involve whether to grant membership, select in a team, provide a benefit, impose a penalty, grant access to a facility, employ or dismiss, allocate work or grant promotion.

In many cases, discrimination may appear to be necessary for good reason and the legislation specifically allows for exceptions. If there is any doubt about whether discrimination might be taking place, the matter should be referred to the Chief Executive Officer who will then determine whether to seek legal advice.

To avoid sexual harassment complaints, massages performed on swimmers should only take place in the presence of a third person. In the case of massage administered to swimmers under the age of 18 years, written consent from a parent of the swimmer must be obtained beforehand. No contact of an intimate or sexual nature may occur between coaches and swimmers with whom they are associated in the course of training or competition.

(8) SELECTION

(I) RISK

It is important that any selection criteria which have been advised to swimmers are observed whenever teams are selected.

A failure to do so may expose the Association to embarrassment, internal dispute and potential litigation at the instigation of a disgruntled swimmer. Once a swimmer is advised that selection is to be based on certain criteria, that swimmer is entitled to expect selection if those criteria are met.

(II) MANAGING THE RISK

The most constructive way of avoiding selection disputes is to leave the selection committee a broad discretion, which is exercised by looking at all factors which are relevant to selection. Factors which are irrelevant or improperly motivated should not be relied upon to exclude a swimmer deserving of selection.

(9) INSURANCE

(I) RISK

The purpose of this section is to provide an effective protection against liability when:

- ◆ The risk management procedures fail; or
- ◆ an unforeseen event occurs;

which causes loss or damage to another.

(II) MANAGING THE RISK

Although not all risks are insurable, policies should be held by the Association (and, where appropriate, the affiliated bodies) and fully compiled within the following areas:

Workers Compensation

Employers are obliged by law to maintain a Workers' Compensation policy for all people employed by them.

Public Liability Insurance

A policy should be maintained covering the liability for compensation relating to personal injury or property damage caused by members, coaches, volunteers, the Association or affiliated bodies. It is important to review the scope of the insurance to make certain that all potential contingencies are covered, with particular references to the scope of the activities of the Association and affiliated bodies.

Directors and Officers Liability and Professional Indemnity Insurance.

Policies should be maintained to indemnify for loss arising from acts or omissions of Officers of the Association and affiliated bodies, including Board of Management members, coaches, time-keepers and technical officers.

Personal Accident Insurance.

A policy should be maintained to provide compensation for loss suffered by swimmers during performance which does not result from any negligent act or omission, but arises simply from the inherent risks in active participation.

Motor Vehicle Insurance

Any vehicle owned or used by the Association or affiliated bodies should be registered, and in doing so, have a current compulsory third party insurance policy for personal injury caused by it. There should also be a policy of third party property damage to cover liability to compensate for physical loss other than personal injury. In the case of expensive vehicles, consideration should be given to a comprehensive policy that allows the owner to claim for damage sustained to the vehicle, whether through negligence or otherwise.

A review of the policies maintained by the Association should occur annually or from time to time if there is a change in the circumstances of the Association indicating a need

for broader coverage. Regard should be given to the areas covered by the policies and the maximum levels of coverage for each type of claim.

RISK MANAGEMENT CHECK LISTS

As a means to aid affiliated bodies in the organisation and running of swim meets, SQ has developed the following series of checklists. They also provide a means to assist clubs in the development of their own Risk Management Policies for such events.

While these checklists are not exhaustive, they offer some suggestions on how to run a safe and successful swim meet. Events will arise that have not been considered in these checklists, and you will need to make your own decisions as they do arise. Their fundamental aims are to create awareness, and the ability to manage the risks involved.

After perusal of these checklists members will realise that COMMON SENSE is the major player. You have in all probability been doing many of the things that are recommended without thinking about them. The major aim of the checklists is to make you think. If that has been achieved then part of the objective has been accomplished.

Be aware that a safe and successful meet requires careful planning. Your "Duty of Care" compels you to guarantee that having a Safety and Risk Management program is of the utmost importance right from the beginning of the planning process. Each and every member must be made aware of and enforce the safety regulations to ensure the running of a safe swim meet.

Please provide feedback on issues that you feel are not covered, either adequately or not at all and they will be considered for inclusion in later updates.

While running a swim meet it is possible for clubs and other affiliated bodies to incur liabilities as a result of the use of wading pools and other leisure facilities (water slides, wave pools etc.) that are available at the venue. If such facilities exist at the planned venue then consideration must be given to who is responsible for them and the type of supervision to be provided to ensure the safety of the users.

Some items that must be considered are;

- Who is responsible for the supervision? The hirer of the venue or the pool lessee/owner.
- Does the lessee/owner have adequate insurance coverage?
- Does your insurance cover such usage?
- What are your exact responsibilities under the hiring agreement?
- Do you have adequate, trained volunteers to provide supervision?
- Should a request be made that leisure facilities be isolated during the conduct of the meet?

1. A Club/Association Decides to Conduct a Swim Meet

	Y	N	ACTION
1.1 Has the Club/Association conducted a Swim meet previously?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Does the Club/Association have enough experience to conduct a swim meet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is a sub-committee to be formed to control the organisation of the swim meet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Organisation of the Swim Meet

2.1 The Club/Association forms an Organising Committee.	Y	N	ACTION
2.1.1 Has an Organising Committee been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.2 Has a Safety Officer been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.3 Has consideration been given to the appointment of a Jury of Appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.4 Have various members of the Organising Committee been allocated specific tasks to supervise? e.g. Collation/checking of entries Preparation of the program Printing of the program Appointment of a Technical Manager, key Technical Officials and volunteers Supervision of admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.5 Are the members of the Organising Committee who have been allocated tasks to supervise fully aware of the requirements that are necessary to complete the tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The Organising Committee

3.1 Decides the venue, date and time	Y	N	ACTION
3.1.1 Is the venue available at the required date and time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2 Has any necessary approval to conduct the meet been granted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3 Has the booking of the venue been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4 Are there time limitations on the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5 Does the venue have "Disabled Access"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.2 Program of Events	Y	N	ACTION
3.2.1 Has the program of events been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.2 Has the meet format been determined? e.g. Heats/Finals or Timed Finals; Rule Tolerances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.3 Are qualifying standards to be set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.4 Have conditions of entry been set? e.g. Age as of first day of meet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.5 Are there any limitations on entries? Individual or teams. e.g. Not allowed to compete in age and open events, or same stroke for different distances. Limit on number of relay teams each Club may enter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.6 Have the entry criteria been published?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.7 Have the entry criteria been followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.8 Has the program been checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.9 Has the program been printed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.3 Budgets	Y	N	ACTION
3.3.1 Has a budget been prepared? In the preparation of a budget, following are some of the costs that must be taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ◆ Pool hire. ◆ Medals/prizes. ◆ Catering. ◆ Printing of programs. ◆ Cost of advertising. ◆ Cost of mailing results. ◆ Hire of additional equipment. e.g. Electronic Timing Equipment, photocopiers, computers, etc. 			

3.4 Guest List

	Y	N	ACTION
3.4.1 Are Guests/VIPs to be invited? e.g. Patrons, Sponsors, Life Members, Members of Parliament, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.2 Will there be someone appointed to greet guests on arrival?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.3 Will there be any special seating arrangements for guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.4 Will there be special catering arrangements for guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.5 Will the guests be introduced to the meet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.6 Will the guests be invited to present medals/prizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.5 Financial Wrap Up

	Y	N	ACTION
3.5.1 Has the budget to the actual income/expenditure been compared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Entries

4.1 Entry Standards

	Y	N	ACTION
4.1.1 Have qualifying standards been set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Have penalties been set for not achieving qualifying standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Are there any exclusion rules to be adopted? e.g. State medallists excluded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Are there any minimum or maximum age restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5 Are there any restrictions on the number of events individuals can enter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.6 Is there a maximum number of relay teams that can be entered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.7 Are entries to be submitted on single entry cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.8 Are entries to be submitted on multiple entry cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.9 Must a summary sheet accompany the entries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.10 Are point scores to be conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.2 Closing Date and Time

	Y	N	ACTION
4.2.1 Has a closing date and time for entries been set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2 Will entries on the day be accepted for "Time Trials"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.3 Entry Fees

	Y	N	ACTION
4.3.1 Has the cost of individual entries been set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2 Has the cost of relay entries been set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3 If necessary, have fees been set for "Time Trials"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.4 Check Compliance With Item 4.1

	Y	N	ACTION
4.4.1 Have procedures been established for checking with the "Entry Standards"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Meet Officials

5.1 Meet Manager

	Y	N	ACTION
5.1.1 Has a Meet Manager been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2 Is the Meet Manager fully aware of his responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.2 Technical Officials

	Y	N	ACTION
5.2.1 Have a Technical Manager and Technical Officials been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2 Have sufficient Technical Officials been appointed to efficiently conduct the meet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3 Are the "Key Officials" (Referees and Starters) qualified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.4 Are the Starters appropriately trained to use any starting device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3 Volunteers.

Have volunteers been appointed to act as:

	Y	N	ACTION
5.3.1 Gatekeepers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2 Program sellers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3 Ushers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.4 Warm up/swim down supervisors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.5 Runners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.6 Medal bearers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.7 Presentation Officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.8 Protocol Officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3.9 Catering personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.10 Announcers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.11 Parking attendants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.12 Raffle ticket sellers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.13 Sellers for merchandise/food/drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 Facilities and Technical Equipment.

6.1 Facilities.	Y	N	ACTION
6.1.1 Does the water depth of the competition pool comply with the published recommendation of Swimming Australia regarding water depth and the use of starting blocks? <i>REFER APPENDIX "A"</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.2 Does the competition pool carry a current survey certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3 Are the backstroke flags available and correctly positioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4 Are the false start ropes available and correctly positioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.5 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.6 Are lane ropes available and sufficiently tensioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.7 Is a public address system available and suitable for the competition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.8 Is a presentation dais available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.9 Is printing/photocopying equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.10 Do the starting blocks conform to the rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.11 Is there adequate concourse space available to allow officials to operate effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.12 Is a suitable marshalling area available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.13 Is a suitable recording area available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.14 Is a suitable electronic timing area available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.15 Is a suitable announcing area available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.16 Is a suitable area for VIP seating available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.17 Is a suitable area available for merchandising?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 6.1.18 Is there adequate seating on pool deck for all officials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.19 Is there adequate seating on pool deck for the competitors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.20 Are there adequate seating arrangements in the marshalling area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.21 Are fluids available for Technical Officials and volunteers to drink? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6.2 Technical Equipment.

- | | Y | N | ACTION |
|--|--------------------------|--------------------------|--------------------------|
| 6.2.1 Is approved starting equipment available and in working condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.3 Is suitable ear protection available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.4 Is a starter's stand available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.5 Is a microphone available for the Starter? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.6 Is electronic timing available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.7 Is semi-automatic timing available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.8 Is a scoreboard available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.9 Is an automatic false start rope mechanism available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.10 Are there computers available for recording? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.11 Is a Judges' stand available, if required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.12 Are digital stopwatches available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.13 Are event boards available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.14 Are lap counters available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6.3 Signage.

- | | Y | N | ACTION |
|---|--------------------------|--------------------------|--------------------------|
| 6.3.1 Is there adequate signage to indicate "warm up" and "swim down" Procedures? <i>REFER APPENDIX "B"</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.2 Is there adequate signage indicating spectators' areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.3 Is there adequate signage indicating the marshalling area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.4 Is there adequate signage indicating "first aid areas"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.5 Is there adequate signage indicating any "restricted areas"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.6 Is there adequate signage indicating "VIP areas"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.7 Is any sponsor's / advertising signage in the appropriate area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6.3.8 Is there any merchandising / food sales signage available?

7 Warm Up / Swim Down Procedures.

REFER APPENDIX "B"

7.1 Warm Up	Y	N	ACTION
7.1.1 Are the warm up procedures published in the program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.2 Will the warm up procedures be announced over the Public Address System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.3 Will signage be in place around the pool to clearly advise coaches and competitors of the warm up procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.4 Have warm up supervisors been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.5 Have the penalties for non-compliance with the warm up procedures been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.6 Have the penalties for non-compliance with the warm up procedures been published?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.7 Has the time for completion of warm up been published?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.8 Will it be announced when the warm up time has expired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.9 Will procedures be in place to ensure that swimmers leave the pool promptly when the warm up time has expired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.2 Swim Down.	Y	N	ACTION
7.2.1 Will swim down facilities be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2.2 Will there be supervision of the swim down facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2.3 Will there be sufficient signage to indicate swim down requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 Parking.

	Y	N	ACTION
8.1 Is parking to be provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Is there to be a parking fee charged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Have parking attendants been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Has parking space been reserved for "disabled parking"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Has parking space been reserved for VIP/guest parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.6 Has security been organised for the parking area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9 Venue Safety Audit.

9.1 Toilets.

9.1.1 Are the floors clean and free of debris and liquid?

Y	N	ACTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.1.2 Are soap dispensers functioning?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9.1.3 Are the mirrors undamaged?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9.1.4 Are cubicle doors operational?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9.1.5 Is the lighting functional and adequate?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9.2 Change Rooms.

9.2.1 Are the floors clean and free of debris and liquid?

Y	N	ACTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.2.2 Are soap dispensers functioning?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9.2.3 Are the mirrors undamaged?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9.2.4 Are cubicle doors operational?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9.2.5 Is the lighting functional and adequate?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9.3 Pool Deck and Surrounds.

9.3.1 Is the pool deck clean and free of debris?

Y	N	ACTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.3.2 Are the connections on any power cables around the pool deck properly sealed?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9.3.3 Are the connections on any power cables around the pool deck away from water?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9.3.4 Does the general condition of the pool deck surface conform to safety requirement?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The following items should be checked.

Is there an excess of water puddles on pool deck?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the surface slippery?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is the surface rough or uneven? Liable to trip.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are there cracked or broken tiles around the pool?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9.3.5 Is the lighting functional and adequate?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9.3.6 Are fire extinguishers in place, undamaged and current?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 9.3.7 Are entry/exit lights visible and unobstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.8 Are stairwells unobstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.9 Are evacuation instructions clearly displayed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.10 Are emergency exits clearly indicated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.11 Is there clear access available for ambulance or other emergency vehicles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.12 Is first aid equipment available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.13 Will lifeguards be on hand? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.14 Is there a telephone available to contact emergency services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10 Meet Wrap Up.

10.1 Financial Statement.

- | | Y | N | ACTION |
|--|--------------------------|--------------------------|--------------------------|
| 10.1.1 Are there any outstanding accounts to be paid? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.1.2 Is there any outstanding income to be collected? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.1.3 Will an actual analysis of income and expenditure be carried out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10.2 Meet Results.

- | | Y | N | ACTION |
|--|--------------------------|--------------------------|--------------------------|
| 10.2.1 Are there any outstanding protests or disputes to be settled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2.2 Have results been forwarded to all necessary bodies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2.3 Are the complete results to be published? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2.4 Are there any outstanding medals or prizes to be awarded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11 Check List For Day Of Meet

11.1 Water

- | | Y | N | ACTION |
|---|--------------------------|--------------------------|--------------------------|
| 11.1.1 Is the water temperature within tolerance of the rules? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.2 Have the current readings as provided by pool staff been recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.3 Has testing indicated that Ph levels are OK?
(Acceptable range is: 7.2 ppm - 8 ppm) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.4 Have the current readings as provided by pool staff been recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11.1.5 Is the chlorine level OK? (Acceptable level is: 1ppm - 2 ppm)

11.1.6 Have the current readings as provided by pool staff been recorded?

11.2 False Start Rope

Y N ACTION

11.2.1 Is there enough slack to prevent rope burns?

11.2.2 Is the rope high enough above the water surface to prevent it being struck by competitors?

11.2.3 Is "soft" rope in use? (Polypropylene or similar)

11.3 Lane Ropes

Y N ACTION

11.3.1 Are the lane ropes in good condition?

11.3.2 Are the lane ropes taut enough not to move across another lane?

11.3.3 Are there any loose or protruding wires that need taping?

11.3.4 Are there any cracked or broken floats?

11.4 Starting Blocks

Y N ACTION

11.4.1 Does the height of the blocks to the water surface comply with the water depth policy?

11.4.2 Are the surfaces of the blocks "non-slip"?

11.4.3 If the blocks are removable, are they adequately fixed to the concourse?

11.5 Outdoor Pools

Y N ACTION

11.5.1 Is there a supply of sunscreen available for general use?

11.5.2 Are umbrellas in use stable?

11.5.3 Are tents in use stable and securely tied down?

11.5.4 When tents are in use, are walkways free of obstructions?
Ropes, tie downs etc.

11.5.5 If storms are in the vicinity or approaching, have warnings been given over the public address?

OPEN WATER SWIMMING

Although there are many similarities with the risks involved between the organising and running of a "still water" or pool swim meet and an Open Water competition there are obviously some items that are unique to the organising and running of Open Water events.

This section attempts to assist those bodies who wish to organise and run an Open Water swimming event. Once again, these checklists are not exhaustive and events will arise that have not been considered for in these checklists, but they attempt to offer some suggestions on how to run a safe and successful swim meet.

OPEN WATER SWIMMING RISK MANAGEMENT CHECK LISTS

1 Venue	Y	N	ACTION
1.1 Has the venue been checked for general safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the venue safe for competition in all types of weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is a licence to conduct the event from a Government Authority or some other responsible body required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Have any licensing requirements been met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is exclusive use of the venue for the event necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 If necessary, has closure of the venue been organised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Has a "Water Quality" certificate been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Is an accurate survey map of the venue available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Is there a Course Plan available for the Referee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Are there Course Plans available for the competitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Is there adequate shelter available at the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Is the venue subject to tidal change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Is the venue a habitat for sharks or other predators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Is adequate parking available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Community Services and Medical Support

Have the following Community Services been advised?	Y	N	ACTION
2.1 Police.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Hospital.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Ambulance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 St John's Ambulance / Qualified First Aid personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Has a Medical Officer been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are space blankets for hypothermia available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are oxygen canisters for administration of oxygen available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Is there easy ambulance access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Equipment

	Y	N	ACTION
3.1 Are there adequate turn buoys and course markers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Are four (4) power boats and one (1) jet ski (with propeller guards) with licensed operators available for the Referees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Is a minimum of 8 paddle boards with paddlers available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Is there a thermometer for use by the Referee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are digital watches with in-built printers available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Is two way radio communication available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Are appropriate starting and signalling devices available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Are adequate waiver forms available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Is video recording available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Are life jackets available for Officials working on the water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Entries/Entrants

	Y	N	ACTION
4.1 Have entries been checked for complete details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Are there any age restrictions applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Has every entrant been allocated a unique sequential number ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Emergency Plan

5.1 Has an emergency plan been devised?

Y	N	ACTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.2 Have all officials been briefed of the emergency plan?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6 Technical Officials & Volunteers

6.1 Are adequate Technical Officials and volunteers available?

Y	N	ACTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.2 Do the Officials have experience at open water events?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6.3 Are the Referees accredited open water swimming Officials?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6.4 Are the Technical Officials proficient swimmers?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6.5 Technical Officials who are not proficient swimmers are not permitted on the water or in or on any craft or boats.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RISK MANAGEMENT OF VOLUNTEERS/OFFICIALS

The purpose of this section is to ensure that all affiliated bodies maintain a membership of competent Volunteers and Officials to guarantee the safe and efficient conduct of all swim meets held within their jurisdiction.

Volunteers are the lifeblood of our sport. They dedicate many hours of their time and energy working in a variety of ways to assist the success and prosperity of our sport. They may be members, past members, devotees, friends or relatives, and they are truly the unsung heroes of the sport.

*(From here on the word "volunteer" will refer to all categories of unpaid helpers.
i.e. Technical Officials, Administrators, Club Officials etc)*

Why are volunteers needed within the organisation?

Firstly, have a clear understanding of why volunteers are needed, and what role will they fill within the organisation

It could be to:

- Coach
- Serve as a Club Officer (e.g. Secretary, Treasurer etc.)
- Organise club nights
- Officiate at swim meets
- Organise fund raising
- Assist with catering, etc

The list is endless. In any case, it is important to discuss the reason for recruiting volunteers with the other club members, and to create some form of written description of the responsibilities and purpose of each position. This will allow everyone to have the same expectations and understandings of why volunteers are needed, and in turn it will allow the volunteers to have a clear understanding of their roles.

Volunteers providing their services to SQ and its affiliated bodies should have a minimum level of accreditation and a sound knowledge of their duties and the Risk Management requirements of SQ. They are also obliged to comply with all relevant Codes of Conduct for volunteers.

CHECKLISTS FOR RECRUITING AND TRAINING AND RETAINING VOLUNTEERS.

1 Recruiting

	Y	N	ACTION
1.1 Does the organisation need volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Has the organisation an existing pool of trained volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Has the organisation appointed someone to take responsibility for the management and training of volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Are there job descriptions specifying the requirements of volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Have the methods to recruit volunteers been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Training

	Y	N	ACTION
2.1 Have volunteers been inducted into their jobs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Are there specific training programs in place for the adequate training of volunteers in their chosen career paths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Has opportunity for training been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are there systems in place to supervise/evaluate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Retaining

	Y	N	ACTION
3.1 Are volunteers being involved in matters that affect them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Are there training opportunities to enhance the chosen career paths for volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Are there systems in place to show appreciation for volunteers? REFER APPENDIX "C"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Are there systems in place for the recognition of the work performed by volunteers at all levels, to encourage further participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are there systems in place to investigate the expectations of all volunteers within the sport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Are there administrative procedures in place to ensure all of the preceding items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX "A"

WATER DEPTH:

The Board of Swimming Australia has adopted the current Pool Depth Guidelines of Royal Lifesaving. They are set out as follows:

Pool Depth Guidelines

- | | |
|-------------------------------------|---|
| ▪ Less than 0.9 metres | No dives |
| ▪ 0.9 metre to less than 1.0 metre | Concourse dive (providing concourse is not more than 0.2 metre above the water surface) |
| ▪ 1.0 metre to less than 1.2 metres | Concourse or platform dive (providing concourse or platform is not more than 0.4 metre above the water surface) |
| ▪ 1.2 metres or more | Platform (as long as the platform is not more than 0.75 metre above the water surface) |

The water depths listed above apply to the first 5m from the dive end of the pool wall.

APPENDIX "B"

WARM UP PROCEDURES:

❑ **Advertised in the program?**

It is recommended that standard warm up procedures be included in all programs.

The wording of the "Warm up Procedures" could be, for example;

Coaches shall cooperate by giving every competitor the best opportunity possible to prepare for his/her events.

Warm ups for the heats sessions will commence at --:-- am and conclude at --:-- am. Warm up time for the finals sessions will commence at --:-- pm and conclude at --:-- pm.

At the conclusion of the warm up periods coaches shall cooperate by having their team members leave the pool promptly when requested to do so. The interval between having to clear the pool and the commencement of the meet is required so that the pool staff can prepare the pool for competition.

In the interest of all swimmers' safety, the following pool procedures must be observed throughout the warm up periods.

- ❖ Lanes 0 & 9 (or 1 & 8 in an eight lane pool) are reserved through the whole of the warm up period for 25 metre sprints with a dive entry from the starting end of the pool.
- ❖ Lanes 0 & 9 (or 1 & 8 in an eight lane pool) may be used for short 15 metre sprints with a dive entry from the turning end of the pool.
- ❖ Lanes 1 & 2 are reserved (or 2 & 7 in an eight lane pool) for swimmers doing 50 metre pace work.
- ❖ Pool entry into lanes 1 to 8 (or 2 to 7 in an eight lane pool) MUST be "feet first". There shall be no diving into these lanes. Swimmers must circle clockwise, always keeping to the left hand side of the lane marking.
- ❖ Appropriate signage will be in place throughout the whole of the warm up period on each lane, at each end of the pool.
- ❖ The non competition pool, with lane ropes installed will be available throughout the meet. Appropriate warning signage will be provided.
- ❖ Entry into the non competition pool for warm up or swim down MUST be "feet first". Diving is not permitted under any circumstances.

❑ **Public Announcements;**

Irrespective of the warm up procedures being published in the program, it is essential that announcements are made over the public address system advising coaches, parents and swimmers of the requirements of these procedures.

❑ **Monitored By;**

Compliance with the advertised warm up rules should be monitored by an official. The promoting body shall assign suitably qualified personnel to supervise warm up procedures

- ❑ **Authorised Personnel;**
Only authorised personnel will be allowed on pool deck to supervise, and ensure that swimmers adhere to the published warm up procedures.

- ❑ **Suggested Penalties for disregarding warm up procedures;**
 - First offence.* Offender and coach given verbal warning.
 - Second offence.* Offender and coach given written warning.
 - Third offence.* Coach and squad of the offender expelled from warm up for the remainder of the warm up sessions for that entire day. Heats and Finals.

APPENDIX "C"

Liability of Directors and Committee Members of Sporting Organisations

A GENERAL SUMMARY

To comply with this policy, and to minimise personal risk to officers, all clubs must be incorporated, however, it is a myth to say that Directors of sporting organisations which are incorporated will not be liable for any of their decisions.

The law imposes certain obligations and duties upon office bearers, including:

- ◆ to act honestly in the exercise of his or her powers and the discharge of the duties of his or her office;
- ◆ in the exercise of powers and the discharge of duties, to exercise a degree of care and diligence that a reasonable person in a like position in a corporation would exercise in the organisation's circumstances i.e. What would a reasonable director have done in the same position?
- ◆ not to make improper use of information acquired in their official capacity to gain advantage for themselves or others or cause detriment to the organisation;
- ◆ to exercise their powers for the purpose for which they are conferred and not for any collateral or improper purpose;
- ◆ not to fetter the future exercise of their powers; and
- ◆ to avoid being placed in a position where their individual or collective interest conflicts with those of those of the organisation.

If an office bearer is in breach of these duties, he or she may be liable to the organisation or others for any loss or damage suffered as a result of the breach.

Some of these concepts are not readily or fully understood by lay people. If you do not understand these concepts, you should not act as a director or committee member.

Insolvent Trading:

Officers who fail to prevent organisations from incurring debts when there are reasonable grounds for suspecting that the organisation is insolvent are *personally liable* for those debts where:

- ◆ the officer was aware of those grounds, or
- ◆ a reasonable person in like circumstances would have been aware of those grounds.

All officers should monitor the financial performance and liabilities of the organisation at all times. If you are only a "volunteer" director, you will not be saved from liability by your status or your ignorance. If you are not prepared to fully monitor financial performance, you should not be a director or committee member.

Negligence:

Just because an organisation is incorporated does not mean that its officers are absolved from claims in negligence. If the officer is negligent, he or she can be sued even if the association can also be sued or if the association is insured. The rules of the association may provide for the officer to be indemnified in certain circumstances but this does not mean that a negligence claim cannot be made.

Insurance will not cover these potential liabilities adequately or at all. The best "insurance" is:

- ◆ the implementation of comprehensive risk management practices applicable to each particular situation; and
- ◆ only to accept the office of director or committee member if you fully understand the duties of that office and are prepared to discharge them.