

Swim Meet Checklist

Swim Meet Details

Date Swim Meet Location / Venue

Authorised Personnel

Referree Swim Meet Director

Please place a tick (☑) in either the Yes or No column for each of the following questions. All actions taken by the Swim Meet Officials should be documented in the space provided below. Please refer to the Swim Meet Checklist Guidelines for further information, terms and conditions.

THE FOLLOWING QUESTIONS ARE BASED ON A VISUAL INSPECTION OF THE SWIMMING FACILITIES AND SURROUNDS.

1. Weather Conditions:

1.1 Are extreme weather conditions evident that may affect the participants' and/or officials' safety? Yes No

2. Swimming Conditions:

2.1 Does the pool appear to comply with Swim Meet standards/requirements? Yes No

2.2 Do all dive blocks and lane ropes appear to be secure? Yes No

2.3 Does the pool comply with Swimming Australia's Water Depth Recommendations? (refer to Checklist Guidelines) Yes No

2.4 Does the Pool Supervisor/Manager declare that the water quality complies with the required standards? Yes No

3. Pool surrounds:

3.1 Are there any visible obstructions or hazards that may affect participants and/or officials safety, including bags, equipment or electrical leads? Yes No

3.2 Are there shaded areas available for participants and spectators during daytime competition? N/A Yes No

3.3 Are the floor surfaces surrounding the pool non-slip and even? Yes No

4. Facilities:

4.1 Are all lights operational and illuminate the swimming pool (when required)? N/A Yes No

4.2 Are there any visible hazards in the public areas, including the seating or spectator areas? Yes No

4.3 Are there any visible hazards in the participant's areas, including the change rooms? Yes No

4.4 Are the change room floors non-slip and well-drained to prevent excessive wet areas? Yes No

5. First Aid:

5.1 Are there first aid facilities on site and accessible? Yes No

5.2 Is there a life guard on site throughout the swim meet? Yes No

6. Other Factors:

6.1 Are there any other visible factors that require attention to ensure participant, official and/or public safety? Yes No

Please specify:

What actions have been taken to address all of the identified risks (shaded boxes)?

Description of Risk	Actions taken to address the risk	Initial

If there is insufficient space, please attach additional documentation to demonstrate all actions taken to treat the identified risks.

Declaration

WE THE UNDERSIGNED, AS AUTHORISED PERSONNEL OF THE NOMINATED SWIM MEET, HAVE UNDERTAKEN THE ABOVE VISUAL INSPECTION OF THE SWIMMING FACILITIES AND SURROUNDS PRIOR TO COMMENCEMENT OF THE MEET. WE HAVE DOCUMENTED ALL ACTIONS TAKEN TO ADDRESS IDENTIFIED RISKS.

WE DECLARE THE SWIM MEET ENVIRONMENT TO BE FIT FOR COMPETITION.

Referree Swim Meet Director

Signature Signature

Swim Meet Checklist Programme

Swim Meet Checklists play a significant role in Risk Management and are an important component of the Swimming Australia Risk Protection Program. An important aspect of the General Liability Insurance is that swimming organisations support this initiative. Checklists help identify risks for participants, spectators, organisers as well as the general public. By identifying and treating risks before they occur, the swim meet officials can reduce exposure to accidents or incidents and therefore may be in a better position to defend negligence claims. Please use the following guidelines to assist you in completing the Swim Meet Checklist.

1. Who should complete the checklist?

The Swim Meet Director as well as a Swim Meet Referee should take part in the completion of the Swim Meet Checklist. The Checklist requires the Swim Meet Director and the Referee to sign the form once they are satisfied with the conditions.

If another group or organisation is responsible for proceedings at the Swim Meet (i.e. shared pool or a representative meet), then this group may take responsibility for the completion of the Swim Meet Checklist. However, the participating Swim Meet Officials should still review the checklist and sign the form to ensure that they agree with the standard of safety prior to the commencement of the competition.

2. When should the checklist be completed?

Checklists should be completed prior to the commencement of the Swim Meet and again if conditions change (see point 7 below).

3. What DOES the Swim Meet Checklist help us to identify?

The following examples include some of the areas you may consider checking during your inspection:

- **Extreme weather conditions:** Lightning, hail, temperatures in excess of 30°C, frost, etc.
- **Swimming Conditions:** Swim Meet Guidelines, water quality (filtration, chlorination or clarity), water depth (as per the recommended standards – see point 10 below), dive blocks, lane ropes, etc.
- **Pool Surrounds:** Obstructions, hazards, bags, equipments, electrical leads, shade areas, non-slip surfaces, etc.
- **Facilities:** Lighting, seating, change rooms, non-slip surfaces, drainage, wet areas, etc.
- **First Aid:** Qualified first aid personnel, first aid kits, ice, life guards, etc
- **Other Factors:** Sun protection, catering, behaviour (spectators, swimmers and officials), access to amenities, signage, etc.

4. What DOESN'T the Swim Meet Checklist help us to identify?

The Swim Meet Checklist is a VISUAL inspection of the swimming conditions and surrounding areas. The Swim Meet Checklist does not take into account subjective concepts such as swimmer fitness or fatigue. It is recommended you seek further advice in regard to these matters or any other area not noted on the checklist if you believe they may have an impact on swimmer safety.

5. What should we do if we identify a risk (shaded box) using the Swim Meet Checklist?

By placing a tick (☑) in one or more of the shaded boxes, you are indicating that you have identified a risk (something that could go wrong).

Where a risk is identified, it should be addressed prior to the start of the swim meet. The level of risk will vary in some circumstances such as the likelihood of the risk occurring and the impact that risk may have on the swimming organisation or on individuals involved.

6. How do we address or treat identified risks?

It is recommended that all identified risks are treated prior to commencement of the swim meet. The actions taken by the Swim Meet Officials should be detailed in the text box provided on the checklist or additional documentation should be attached to ensure all actions are recorded.

Examples of **HOW TO** treat risks may include:

- Control or Reduce the risk: with caution signs, witches hats, roping off hazard zones, modify the rules, time periods or format, etc.
- Avoid the risk: remove the hazard/object from the identified area, delay or postpone the meet until safe conditions are available, etc.
- Transfer the risk: provide written notice or contract transferring the risk to a third party (e.g. council, insurer or participants/spectators).
- Accept the risk: When the likelihood of an injury or incident is rare, AND, the impact of such injury or incident is minor.

Please note: Additional Risk Management training is available via JLT Sport's web site www.jltsport.com.au/swimming

7. What should we do if the conditions change during the Swim Meet or throughout the day?

If conditions change, common sense should prevail and the Swim Meet Checklist should be revisited. Even if the Checklist has been signed-off earlier, ongoing assessment should continue to ensure conditions remain safe.

In the event that conditions change significantly or severely, the situation should be treated accordingly and the competing teams should meet to decide if the changed conditions are too dangerous to continue with the meet (e.g. the presence of lightning). Ultimately, the responsibility for these decisions will rest with the Swim Meet Officials.

8. Will I be held responsible if I complete and sign the Swim Meet Checklist?

Legislation and insurance exists to assist the Swim Meet Officials who complete and sign the Swim Meet Checklist. By signing the checklist, you are merely stating that you have visually inspected the pool(s) and designated areas and declare them safe. The Swim Meet Checklist is a tool to facilitate discussion between the organisers, coaches and managers in regard to the overall state of the meet conditions. By signing the Swim Meet Checklist you are confirming that this discussion has occurred.

The Swimming Australia Risk Protection Program provides cover to officials in regard to wrongful acts, errors or omissions. Officials still have a duty of care to provide safe conditions. Cover will not exist for officials who show deliberate negligence or disregard for these responsibilities.

9. What if one team or official declines to sign the form?

If one Swim Meet Official does not sign the checklist due to dissatisfaction of conditions, then the identified risk(s) should be addressed to an agreed standard that will provide safe conditions. Once all are satisfied, the form should be signed and competition should commence.

10. What are Swimming Australia's Water Depth Recommendations?

Swimming Australia recommends that "dive starts" should comply with the following specifications. The water depth should be measured from 1.0 metre to 5 metres from the end wall.

Where Water Depth is:	Swimming Australia Recommends:
Less than 0.9 metres	No dive starts. Events should start in the water. Relay changeovers should be from in the water.
From 0.9 metres to less than 1.0 metre	Dive from Concourse, provided that the concourse height is not more than 0.2 metres above the water surface. If the concourse is greater than 0.2 metres above the water surface then all event start and relay changeovers should be from in the water.
From 1.0 metre to less than 1.2 metres	Maximum permissible height of starting blocks is 0.4 metres above the water surface.

11. What do we do with completed checklists?

Completed checklists should be retained on file for a minimum of seven (7) years for future reference.

IMPORTANT NOTE: If the identified risks can not be managed to an acceptable level, the checklist should not be signed. The swim meet should not commence until safe conditions are available to all participants.