

Swim Meet Checklist



JLT Sport
A Division of Jardine Lloyd Thompson Pty Ltd
ABN 69 009 098 864 AFSL 226827



JARDINE LLOYD THOMPSON

Swim Meet Details

Date

Pool Location/Venue

Authorised Personnel

Referee

Swim Meet Director

Weather Conditions:

Are extreme weather conditions evident that may affect the safety of participants and/or officials?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pool Conditions:

Does the pool appear to comply with swim meet guidelines?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are all dive blocks and lane ropes secured?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Does the pool's minimum water depth meet the recommended standards of Swimming Australia Ltd?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Does the Pool Supervisor/Manager declare that the water quality complies with the required standards?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Pool Surrounds:

Following an inspection of the pool surrounds, are there any visible obstructions or hazards, including bags, equipment or electrical leads, that may affect the safety of participants and/or officials?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Are shade areas available for participants and spectators during daytime competition?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are floor surfaces surrounding the pool non-slip and even?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Facilities:

Are all lights operational and do they illuminate the swimming pool (if required)?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are there any visible hazards in the public areas including seating areas?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Are there any visible hazards in the participants' areas including change rooms?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Are the change room floors non-slip and well-drained to prevent excessive wet areas?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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First Aid:

Are there first aid facilities on site and accessible?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Is there a life guard on site throughout the swim meet?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Other Factors:

Are there any other factors that require attention to ensure participant, official and/or public safety?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Please specify: _____

What actions will be taken to address the identified risks (shaded boxes)?

WE THE UNDERSIGNED, AS AUTHORISED PERSONNEL OF THE NOMINATED SWIM MEET, HAVE UNDERTAKEN THE ABOVE INSPECTION PRIOR TO COMMENCEMENT OF THE MEET AND DECLARE THE ENVIRONMENT FIT FOR COMPETITION.

Referee

Swim Meet Director

Signature

Signature

A copy of this form must be filed for seven (7) years by the host organisation. The form must be provided to SAL/JLT Sport on request if required.

Please refer to the Swim Meet Checklist Procedures for further information, terms and conditions.

Swim Meet Checklist Procedures

Swim Meet Checklists play an important role in Risk Management and the Swimming Australia National Insurance Program. An important aspect of the Public Liability policy is that swimming organisations support this initiative. Checklists help identify risks for participants, spectators, organisers and the general public.

1. Who should complete the checklist?

At least two authorised Swim Meet Personnel (officials) should take part in the completion of the checklist.

The checklist asks for a Referee and a Swim Meet Director to sign the form once they are satisfied with the conditions.

If another group is responsible for proceedings on competition day (i.e. shared venue or championship event), then this group may take responsibility for the completion of the checklist. However, the authorised Swim Meet Personnel should still review the checklist and sign the form to ensure the conditions are satisfactory prior to the commencement of competition.

2. Will I be held responsible if I sign the form?

Legislation and insurance exists to assist officials and support volunteers who complete and sign the checklist. By signing the checklist, you are stating that you have inspected the pool conditions, the facilities and other designated areas.

The checklist should be used as a tool to facilitate discussion between the authorised personnel in regard to the overall state of the venue and pool conditions. By signing the form you are simply confirming that this has occurred.

The Swimming Australia National Insurance Program provides cover to the officials in regard to wrongful acts, errors or omissions. The 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.

3. When should the checklist be completed?

The checklist should be completed prior to the commencement of the meet (prior to the participant's warm up) and again if conditions change (as per point 6 below). A Swim Meet Checklist is available from www.jltsport.com.au/swimming

4. What should we check?

The following examples demonstrate some areas you should consider throughout your pre-meet inspection:

- **Weather conditions:** Lightning, Heat, Rain, Wind, Frost, etc.
- **Pool Conditions:** Swim Meet Guidelines, Water Quality (Filtration, Chlorination or Clarity), Water Depth (as per recommended standards – see point 10 below), Dive Blocks, Lane Ropes, etc.
- **Pool Surrounds:** Obstructions, Hazards, Bags, Equipment, 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:** Catering, Spectator Behaviour, Restricted Access to Pool, etc.

5. What do we do if risks or hazards are identified (shaded boxes)?

By placing a tick (☑) in one or more of the shaded boxes, you are indicating that you have identified a risk or a hazard. The level of risk will vary in different circumstances including the likelihood of the risk occurring and the impact that risk may have on the event, the organisation or individuals.

It is recommended that the identified risks and hazards are treated prior to commencement of the meet. Examples of how to address or treat risks may include:

- **Reduce the risk:** caution signs, witches hats, roping off hazard zones, modify rules, discuss with participants & coaches, etc.
- **Control the risk:** removing the risk/hazard/object from the identified area, delay/postpone the event, etc.
- **Transfer the risk:** notify the facility manager/spectators/insurer of identified risks and hazards, etc.
- **Accept the risk:** the likelihood of injury/incident is rare AND the impact of injury/incident is minor.

6. What do we do if the conditions change during the swim meet?

If conditions change, common sense should prevail and the checklist process should be revisited. The full checklist process may not be required however, even if the checklist has been signed-off earlier, ongoing assessment should continue to ensure the conditions remain safe.

In the event that conditions change significantly, the situation should be treated accordingly and the authorised personnel should meet to decide if the changed conditions are too dangerous to continue (e.g. lightning). Ultimately, the responsibility for these decisions will rest with the authorised personnel.

7. What do we do with completed checklists?

Once it has been completed, the original checklist should be retained by the host organisation. Where required, you should also send a copy of the completed checklist to the State Association, along with any other necessary documentation (e.g. Results).

8. For how long should we keep the completed checklists?

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

9. What if one party declines to sign the form?

If one party declines to sign the form due to dissatisfaction of venue or pool conditions, the risk(s) should be identified and addressed to an agreed standard that provides safe conditions. Once both parties are satisfied, the form should be able to be signed and the event may commence.

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

It is the recommendation of Swimming Australia that "dive starts" in swim meets 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...	SAL 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 starts 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

IF CONDITIONS PROVE TOO UNSATISFACTORY AND ARE UNABLE TO BE RECTIFIED, COMMON SENSE SHOULD PREVAIL.
THE SWIM MEET SHOULD NOT COMMENCE UNTIL SAFE CONDITIONS ARE AVAILABLE TO ALL PARTICIPANTS.