

## Swim Meet Checklist

Swim Meet Details		
Date		
Swim Meet Location/Venue		
Authorised Personnel		
Referee		
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		
<b>THE FOLLOWING QUESTIONS ARE BASED ON A VISUAL INSPECTION OF THE SWIMMING FACILITIES AND SURROUNDS.</b>		
<b>1. Weather Conditions:</b>		
1.1 Are extreme weather conditions evident that may affect the participants' and/or officials' safety?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>2. Swimming Conditions:</b>		
2.1 Does the pool appear to comply with Swim meet standards/requirements?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.2 Do all dive blocks and lane ropes appear to be secure?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.3 Does the pool comply with Swimming Australia's Water Depth Recommendations? (refer to Checklist Guidelines)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.4 Does the Pool Supervisor Manager declare that the water complies with the required standards?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>3. Pool Surrounds:</b>		
3.1 Are there any visible construction or hazards that may affect participants and /or officials safety, Including bags, equipment or electrical leads?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.2 Are there shaded areas available for participants and spectators during daytime competition?	N/A <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.3 Are the floor surfaces surrounding the pool non-slip and even?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>4. Facilities:</b>		
4.1 Are all lights operational and illuminate the swimming pool (when required)	N/A <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.2 Are there any visible hazards in the public areas, including the seating or spectator areas?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.3 Are there any visible hazards in the participants' areas, including the change rooms?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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:

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

Description of Risks	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 AUTHORIZED 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

Referee	
Signature	
Swim Meet Director	
Signature	
Date	

A copy of this Swim Meet Checklist should be filed and stored for (7) years for the host organization  
 This checklist must be provided to Marsh upon request if required.  
 Last updated by Marsh November 2019 |Additional this Swim Meet Checklists and the Risk Management resources  
 Are available from [www.marsh.com/au/swimming](http://www.marsh.com/au/swimming)

Swim Meet Checklist 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 generic 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 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 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 organisations 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 completion.

### 2. When should the checklist be completed?

Checklist 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 includes some of the areas you may consider checking during your inspection:

- Extreme weather conditions: Lightning, hail, temperatures in excess of 30oC, 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.
- Surroundings: Obstructions hazards, bags, equipment's, 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 Factor: Sun protection, catering, behavior (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 VISUAL inspection of the swimming conditions and surroundings areas. The Swim Meet Checklist does not take into account subjective concepts such as swimmer fitness or fatigue. It is recommended you seek further advise 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 likelihood of the risk occurring and the impact that risk may have on the swimming organization 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, wetsuits, roping off hazard zones, modify the rules,

time periods or format, etc.

- Avoid the risk: remove the hazard/object from the identified rea, 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 part (e.g. council, insure 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.marsh.com/au/swimming](http://www.marsh.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 Sim 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 fro, 1.0 meter to 5 meters from the end wall.

<b>Where Water Depth is:</b>	<b>Swimming Australia recommends:</b>
Less than 1.0 metre	No dives. Events should start in the water. Relay changeovers should be from the water
1.0 metre to less than 1.2 metre	Concourse dive, providing concourse is not more than 0.4 metre above the water surface. If the concourse is greater than 0.4m above the water surface then all event start and relay changeovers should be for the water
1.2 metre to less than 1.35 metre	Concourse dive or Platform dive (As long as the platform is not more than 0.75 metre above the water surface)
1.35 metre and more	As per FINA Rule FR2.7

### **11. What do we do with completed checklist?**

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

## MARSH COLLECTION STATEMENT

In accordance with the Privacy Act 1988 (Cth) (and subsequent amendments) ('the Privacy Act'), we, Marsh Pty Ltd and our Associated Entities (as that term is defined in the Corporations Act 2001 (Cth)) ('Marsh') draw your attention to the following:

- We may collect personal information about you by means of the enclosed document.
- We are collecting the information principally for the purpose of approaching the (re)insurance market, placing insurance, assessing and advising you on your insurance needs, claims handling or risk management (depending on your requirements). Other purposes include providing you with information about other Marsh products or services and administering payments to you. If you are proposing for or renewing insurance, the information is required pursuant to your duty of disclosure under the Insurance Contracts Act 1984 (Cth), the Marine Insurance Act 1909 (Cth) or at common law.
- The information we collect may be disclosed to third parties including but not limited to (re)insurers, insurance intermediaries, service providers, finance providers, advisers, agents and Marsh's Associated Entities, which are all businesses of Marsh & McLennan group of companies ('MMC').
- Your personal information may be sent to our administrative processing centres in Mumbai (India) or Kuala Lumpur (Malaysia) and to other MMC companies, insurers, reinsurers and other third party service providers (e.g. data storage providers) in the United Kingdom, Singapore, Hong Kong, the United States of America and elsewhere.
- If you provide us with personal information about other individuals, you must ensure that those persons have been made aware of the above matters. Where the information collected relates to health, criminal record or other sensitive information as defined in the Privacy Act, you must obtain it with the individual's consent.
- We will use and disclose your personal information in accordance with our Privacy Policy. By completing this form you confirm that you have read the Marsh Privacy Policy available on our website ([www.marsh.com.au](http://www.marsh.com.au)) and you authorise and consent to Marsh collecting, holding, using and disclosing any personal information collected by means of the enclosed document in accordance with the terms of the Marsh Privacy Policy, including for the purposes explained in this collection statement above. If there are any inconsistencies between the terms of this collection statement and the terms of the Marsh Privacy Policy, the terms of the Marsh Privacy Policy prevail to the extent of that inconsistency. You may modify or withdraw your consent at any time. If you do not give us consent or subsequently modify or withdraw your consent, we may not be able to provide you with the products or services you want.
- You can contact our Privacy Officer by:  
Email – [privacy.australia@marsh.com](mailto:privacy.australia@marsh.com)  
Phone – (02) 8864 7688  
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