



Masters Swimming NSW Pre-Meet Organisation

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Check List for Meet Director and Meet Referees

Meet Directors should check that the pool meets the specifications in the document
“Applying for a Sanctioned Meet – Pool specifications”

If swimming 2 to a lane in 400m or longer events ensure the program is organised in
accordance with National Rule SW 3.6M

The items listed below must be checked by the Meet Director before the day of the Meet
and by the Meet Referee with the Meet Director before the meet is allowed to start.

MEDICAL

Clear access available for ambulance

Clearly marked First Aid Room/area

Medical Officer or Pool Lifeguard in attendance (from the start of the warm up until
the pool is cleared after the last event of the day)

PROGRAMS

One copy for timekeeper in each lane

One copy for each of the other officials listed in the program

One copy (at least) for each competing club

RECORDING

Suitable room is available

List of current Branch; National and World records available

List Medical Disabilities of competing swimmers for Event Referee

Time of posting clearly written on each Results sheet

PROTECTIVE COVER

As per SunSmart Policy

WARM-UP

Clearly signposted stroke lanes available and supervised before during and
immediately after the meet

Swimmers to be directed not to hold onto end wall during warm-up as they stop
others from turning safely

If only one lane during meet, restrict to freestyle and breaststroke

POOL and FACILITIES

Change rooms are adequate and toilets clean

Floors are non-slip wherever swimmers will walk bare footed

Does Council/pool operator have restrictions on dive entry to shallow end of pool?
If so, what are they?

Water temperature 25C to 28C

Lane Ropes in place, firmly stretched and secured at each end wall

15m markings at both ends of the pool are clearly marked

If indoor pool, check that air temperature and ventilation of odours are OK

Adequate seating for swimmers and spectators

FALSE START ROPE

In working order

15m from the pool starting end

Not less than 1.2m above the pool surface

BACKSTROKE FLAGS

5m out from the pool end wall at both ends of the pool

Between 1.8m and 2.5m above the surface of the water

SYSTEMS

Starting System fully operational, adequate audio level and visible to timekeepers, especially when start is at opposite end of the pool

Announcer has designated position and PA is clearly heard around the pool

Ensure Electronic scoreboard; touch pads; SAT buttons working (if used)

Claim Board if heat seeding (to display the numbers of the event and heats required for marshalling. This should be supported by announcements)

OFFICIALS

As per BPS Rules

Check all officials week before meet to ensure will attend (Note Meet

Referee will check referees)

One seat for each TIMEKEEPER

Clipboards, pencils for each lane and sharpeners available

Stopwatches – 2 to 3 per lane plus at least 2 spares

Bells or whistles available for long distance events (over 400m)

Split sheets for long distance events

Provision behind timekeepers for competitors' gear

MARSHALLING

Seating arranged so that swimmers move across rows until their heat is sent or escorted to the starting area.

Heat/Lane cards for one lap events

If any events are to be swum "two to a lane", ensure that officials and swimmers are aware of marshalling and starting procedures

MEET REFEREE

must bringK

Disqualification slips

Copy of Current Rules (General & Swimming)

Protest documents (procedures and forms)



ABN 42 468 116 472

INSTRUCTIONS TO NSW SWIM MEET HOST CLUBS WARM-UP/SWIM DOWN SAFETY

The risk of injury during warm-ups has to be recognised. To minimise this risk, clubs shall adopt the following guidelines that are mandatory for sanctioned swim meets.

1. Swim meet flyers are to state the warm-up time and that it will be conducted for at least the half hour preceding the start of the meet and in accordance with safety procedures.
NB A medical officer must be present before the warm up can commence, and can not leave until the swim down is completed.
2. Lane signs must be obtained either from the Branch office or from the host club of the meet immediately preceding yours.
3. At least 4 lane supervisors are to be on duty 5 minutes before scheduled warm-up commencement and during the warm up/swim down.
4. Signs must be placed at both ends of each lane as follows:
 - In six and eight lane pools, one outside lane is for starts and turns only.
Starts are at one end and turns at the other.
Exits from the pool midway only. 'NO EXIT' sign at STARTING end.
 - With the exception of the designated "starting" lane there will be no diving into the pool.
Entry to all other lanes is by feet first only, with due care - no diving.
 - In a six lane pool three lanes are to be provided for freestyle - designated fast, medium and slow and one lane is for butterfly and one is for backstroke/breaststroke.
 - In an eight lane pool four lanes are for freestyle – one fast, 2 medium and one slow, one lane is for breaststroke, one lane is for backstroke and one lane is for butterfly.
 - However, in the final ten minutes of the warm up and at the discretion of the Meet Director or Lane Supervisor, any lane deemed to be no longer needed or used (most likely the butterfly lane) should be made available and supervised for one lap sprints.
5. Separate warm up/ swim down facilities must be provided during the meet. Where separate facilities are not available, a lane must be left free. These swim-down facilities must be supervised at all times by a competent person.
6. In the event of an incident /accident occurring during warm up/swim down or the meet itself, please ensure that an "Incident Report form", from the Insurance Summary Manual and a copy enclosed with this sanctioning material, is filled out. This report should be filled out and signed by the attending Physician/ Medical Officer and/or Senior Pool Attendant. The report should be forwarded to the Branch Office.
7. Arrange with the next carnival host club for the hand over of signs (dry please).



Masters Swimming NSW

INSTRUCTIONS FOR ORGANISING RELAY EVENTS AT MSNSW MEETS

Relays are an important part of masters swim meets, but they need to be well organised, otherwise they are just a meaningless jumble of teams to be sorted into categories by the meet recorder.

Please follow these instructions and the relays at your meet will be more successful.

1. **The Meet Director should appoint a person with the responsibility of organising the relay event.** Do not leave the sorting of relay event sheets to the Marshal or Meet Recorder.
2. Entries for relays should close at least one hour before the anticipated starting time of that event. The teams should be checked to ensure that all member registration numbers have been filled in and then given to the Meet Recorder who will verify the registrations and return the sheets to the Relay Organiser.
3. To allocate lanes, the following procedure should be followed:-
 - * Sort the teams into categories – women, men and mixed. Then arrange them into age groups from oldest to youngest.
 - * Sort the teams into heats, preferably each age group in a separate heat. If more than one age group is in the same heat (due to time constraints), try to leave a lane between age groups. Do not put teams from the same age group in different heats unless there are too many teams for the available lanes.
 - * **Print the heat sheets well in advance for posting. Print one for posting on a wall to advertise the heat and lane of teams. Print one each for the Chief Referee, the Starter, each lane, the Announcer, the Marshal and the Check Starters.**
4. When the race is about to start, the announcer should identify the teams over the PA system so that all competitors and spectators are aware of the location of their team and those teams they are competing against.
5. **Commentary during the event is also recommended.**

Make your BPS meet an exciting meet!

10-step sun protection checklist for sporting organisations

Complete the following checklist to see how well 'best practice' sun protection is implemented in your sporting organisation/club. Think about each of the sun protection strategies and place a ✓ or a x in the boxes to indicate if these are being implemented in your organisation/club.

Sun protection recommendation	✓	✗	Strategies to improve in this area (examples)
1 Policy: There is a Sun Protection Policy in place that outlines participants', coaches', officials' and spectators' responsibilities in relation to the next nine recommendations listed below.			<ul style="list-style-type: none"> Decide if your organisation needs a new policy, or if there is an existing Sun Protection Policy available through your state sporting organisation, or an existing WHS policy that can be modified to incorporate sun protection. Develop, implement and monitor the actions listed in the policy.
2 Scheduling of outdoor activities: Where possible, matches/meets/games/events/training are scheduled outside times of peak ultraviolet (UV) radiation (11am–3pm during daylight saving time and 10am–2pm at other times), or when UV levels are less than 3.			<ul style="list-style-type: none"> Timetable events to avoid peak UV radiation times. Utilise indoor facilities for training sessions. Encourage the use of the UV Alert to check daily UV radiation levels, and download it to coaches' phones and onto the club website.
3 Shade: There is enough high-quality shade for all participants, coaches, officials and spectators, and they are encouraged to use the shade available.			<ul style="list-style-type: none"> Plan to increase the amount of available shade. Consider availability of shade at your pool or home ground, and also when playing/participating away. When available, apply for a grant to increase the shade amenities.
4 Clothing: Participants, coaches and officials wear a uniform designed to provide good protection from the sun, including collars, longer sleeves, longer-style pants and/or rash vests for swimming.			<ul style="list-style-type: none"> Endorse a club polo shirt that has longer sleeves and a collar. Ensure uniform includes longer-style pants. Include a rash vest for sports involving swimming. Use sun-protective fabrics – those rated as having an ultraviolet protection factor (UPF) above 15 provide good protection against UV radiation, but UPF50+ is recommended (AS/NZS 4399:1996).
5 Hats: Participants, coaches and officials wear a legionnaire, broad-brimmed or bucket-style hat that provides good protection from the sun.			<ul style="list-style-type: none"> Endorse a legionnaire, broad-brimmed or bucket-style club hat.
6 Sunscreen Sunscreen is available that is at least SPF 30+, broad-spectrum and water-resistant and participants, coaches, officials and spectators are encouraged to use it appropriately.			<ul style="list-style-type: none"> Purchase sunscreen that is at least SPF30+, broad-spectrum and water-resistant and make it easily accessible. Make sunscreen available for use or sale in the canteen. Ensure that sunscreen is applied 20 minutes before going outdoors. Ensure that sunscreen is reapplied during breaks if matches or meets are over 2 hours long, or after getting wet or perspiring.

Sun protection strategy	✓	✗	How can we improve this area (examples)
7 Sunglasses: Participants, coaches and officials wear UV-protective, wrap-around sunglasses that comply with Australian Standard AS 1067:2003 (Sunglasses: Category 2, 3 or 4).			<ul style="list-style-type: none"> Provide or encourage the use of wrap-around sunglasses.
8 Special events: Sun protection is incorporated into the planning of all carnivals.			<ul style="list-style-type: none"> Provide artificial shade as designated rest areas for participants and officials. Use Sun Sound reminders over the PA system.
9 Role modelling: Coaches, officials and senior sportspeople role-model good sun protection behaviours.			<ul style="list-style-type: none"> Use senior sportspeople, coaches and officials as role models for sun protective behaviours. Encourage parents to be practice sun safe behaviours. Offer awards to teams and individuals that are sun safe
10 Education: Sun protection information is regularly promoted through coaching clinics, camps, development programs, events, posters, online communication and parent information, and upon enrolment.			<ul style="list-style-type: none"> Organise a Community Speaker from Cancer Council NSW to make a presentation about skin cancer prevention and early detection. Include skin protection education as a component of all events. Include articles in the newsletter and/or announcements over the PA system to serve as a reminder to be sun safe. Display posters and brochures. Include sun protection information with enrolment forms/ parent brochures.
Total number of ticks (✓) and crosses (✗)			

If you have 7 or more ticks (✓) you are doing a great job. However, unless you scored a perfect 10, there is still room for improvement!

Start thinking about how you can change a 'no' to a 'yes' – this may require involving other people, including the use of your state or national peak sporting organisation bodies and accessing information from Cancer Council NSW's website.

Further resources

Additional resources for sporting organisations can be found on Cancer Council NSW's website at <http://www.cancercouncil.com.au/sunsmart>, including:

- Sample Sun Protection Policy for sporting groups:** a comprehensive sun protection policy which sporting groups can adopt as their own.
- SunSmart UV Alert:** you can check the **SunSmart UV Alert** daily on www.cancercouncil.com.au/sunsmartuvalert, in most local newspapers, or by downloading the **free SunSmart App** for iPhones and Android. You can also add the UV Alert widget to your website.
- The Sun Sound:** a catchy five-second jingle designed to be played at regular intervals on loudspeakers at beaches, pools and sportsgrounds. It's a friendly reminder to people to protect their skin from the sun.

Need more help?

e: sunsmart@nswcc.org.au f: (02) 8302 3529 SunSmart Infoline: (02) 9334 1761

w: www.cancercouncil.com.au/sunsmart

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