

# Club Safety Coordinator

Each club is required to appoint a Club Safety Coordinator (CSC). The CSC must be a volunteer and a Non-Athlete member of USA Swimming. The CSC shall be responsible for disseminating safety education information received from USA Swimming and Virginia Swimming to the Club's athletes, coaches and other members, and shall make recommendations to the Club's membership concerning safety policy and its implementation. The CSC shall make any reports requested by Virginia Swimming's Safety Chair.

## Specific Duties:

- Keep Risk Management & Safety Manual and review periodically.
- Maintain a file of all information received from Virginia Swimming.
- Forward to coaches information provided by Virginia Swimming.
- Make any safety recommendations to coaches for practice and/or swim meet procedures.
- Mail any Report of Occurrences to Virginia Swimming Safety Chair.
- When possible, attend Virginia Swimming Safety Committee meetings.
- When a Club has a swim meet, the CSC should be a part of the early planning process to ensure that safety is incorporated into all aspects of the meet, such as:
  - Assigning safety marshals
  - Completing a facility inspection
  - Coordinating with the facility manager about unsafe conditions and response of pool staff to any incident
  - Posting signs and warm-up procedures
  - Knowing contents of the Emergency Action Plan
  - Knowing location of first aid supplies and telephone.