

Meet Marshal's Guidelines

- **Arrive 15 minutes prior to warm-up to:**
 - Sign in and meet with the Meet Referee
 - Get assignment and any identifying attire
 - Pick up radio and receive assigned radio channel
- **Locate the first aid station and identify who is responsible for providing first aid at the meet:**
 - First Aid kit, spinal backboard, rescue equipment, AED (Automated External Defibrillator)
 - The Emergency Action Plan (EAP) including phone numbers, protocol for getting help, and person on deck who is responsible for activating the EAP. (If there isn't one, discuss with the Meet Referee.)
- **Be in assigned position at the start of the meet warm-up. Provide a safe warm-up/down environment:**
 - No forward or backstroke starts except in controlled one way sprint lanes at the designated time. At all other times feet first entry using the same end of the pool.
 - No training equipment use.
 - No congregating in lanes. Circle swimming only.
 - Report too many swimmers in a lane to Meet Referee.
 - Monitor warm-up/down area throughout the meet.



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Meet Marshal's Guidelines (continued)

- **Monitor all meet areas:**
 - Marshals must always be monitoring the warm-down pool
 - Periodically walk through halls, lobbies, spectator areas and other parts of the facility where swimmers may be present.
 - Respectfully request to see credentials from any adult on deck. Report any suspicious or resistant adults to the Meet Referee.
- **Monitor locker rooms and changing areas:**
 - Check with Meet Director regarding any special instructions or facility policies.
 - Confirm placement of signs stating who may and may not utilize the locker rooms.
 - Familiarize yourself with the location of non-swimmer restrooms if applicable.
 - Collaborate with other marshals/pool staff to conduct two-adult periodic walk-throughs of same-gender locker rooms. Document each walk-through as specified by Meet Director.
 - Check for use of prohibited recording devices including cell phones.
 - Check for unauthorized adults. Encourage swimmers not to congregate.
- **Report unsafe areas to Meet Referee:**
 - Electrical hazards, fall hazards like slippery decks, ropes, hoses, cords, use of glass on deck, blood on deck, or anything you consider to be dangerous.
- **Don't leave your post without the Meet Referee's approval. Remember, safety is your primary concern. Be polite but firm to ensure a safe environment for all.**



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