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| **Event Information** |
| **Promoter** |  | **Meet License No.** |  |
| **Safety Officer** |  | **Officials Organiser** |  |
| **Duty Manager** |  | **Briefing Time** |  |
|  |
| **No of Fire Exits** |  | **Changing areas open** |  |
| **First Aid Facilities** |  | **Toilets available & checked** |  |
| **Defibrillator location** |  | *Please tick each box when you are satisfied* |
| **Pool, Deck Area & Equipment** |
| Depth of water Start End |  m |
| Depth of water Turn End |  m |
| Water Level Correct |  |
| Water Clarity  |  |
| Water Temperature (25 to 28c) |  |
| Air Temperature (no more that 1c above Water Temperature) |  |
| Humidity |  |
| Lighting Intensity (600 lux) |  |
| Starting Blocks - secure, no dangerous edges  |   |
| Starting Blocks height above water (water depth >1.35m max of 75cm) Start End |  cm |
| Starting Blocks height above water (water depth >1.35m max of 75cm) Turn End |  cm |
| Backstroke Ledges – Type and Make (Hooks, Slot fit) |  |
| Lane ropes - correctly tensioned, no sharp edges/wires |  |
| Lane ropes - 15m marked on lane ropes or side wall/floor, if not determine where from each end. |  |
| Backstroke Flags – 1.8m above water surface, 5m from each end, Contrast colour to ceiling |  |
| Recall rope - if fitted 1.2m above water, 15m from start, which side release from and how? |  L or R or both |
| Timing Pads – fixed securely, wires not trailing, type of pads (Omega, Daktronics, Swiss Timing, etc..) |  |
| Back up Buttons |  |
| Starting equipment – Manual, Omega, Colorado, Daktronics, Alge |  |
| Timing System – Hy-Tek, Sportsystems |  |
| Secondary strobe available – does it work, what is it’s reach. |  |
| Electrical equipment - safely wired. |  |
| Spectator Area – Note any issues - trip & slip hazards, bags, steps, faulty seating etc. |  |
| Pool Deck Issues – Broken tiles, loose gratings, trip hazards, mattings, steps, hoists  |  |
| **Safety Processes** |
| Lifeguard in position |  |
| Safety equipment in place |  |
| PA System Audible and Announcer available |  |
| Safety announcement before Warm Up |  |
| Brief Team managers on any special features – rails, sharp change of depth, In-water Starts |  |
| Ensure that Team managers keep tally on their swimmers - roll call in case of evacuation |  |
| Warm up Marshalls – correct lane rotation, numbers per lane, no stopping mid-lane, entry into water |  |
| Monitor overcrowding at ends of the pool |  |
| Scan the water for floating or other foreign bodies |  |
| Monitor general behaviour |  |
| No glass bottles or hot drinks on poolside |  |
| Access to fire exits remain clear. |  |
| **Pre-Brief with Promoter** |
| Safety Procedures from Pool Management - including the maximum number of people allowed on the poolside and in the spectators |  |
| Any special conditions of hire or issues specific to the pool |  |
| Any protests received or meet issues |  |
| Meet Session timings |  |
| Para Swimmers involved |   |
| Para Swimmers exemptions list |  |
| Para Swimmers additional support list |  |
| **General Comments** |
| **Name of Referee** | **Signature** | **SE Number** | **Date & Time** |
|  |  |  |  |

**Notes on Duties and Responsibilities during the Competition.**

**Duties of a Referee - World Aquatics rule 2.1 Referee:**

* Has full control and authority over all officials.
* Approve their assignments.
* Instruct officials regarding all special features or regulations related to the competitions.
* Enforce all rules and decisions of World Aquatics.
* Decide all questions relating to the actual conduct of the competition which is not otherwise covered by the rules.
* May intervene in the competition at any stage to ensure that the World Aquatics regulations are observed.
* Shall adjudicate all protests related to the competition in progress.
* When using finish judges without three digital watches, determine the placings where necessary.
* Ensure that all necessary officials are in their respective posts for the conduct of the competition.
* Appoint substitutes for any who are absent, incapable of acting or found to be inefficient.
* Appoint additional officials if considered necessary.
* A disqualification for starting before the starting signal must be observed and confirmed by both the Starter and the Referee.
* Disqualify any swimmer for any other violation of the rules that they personally observe.
* May also disqualify any swimmer for any violation reported to him by other authorised officials.

**Duties of a Referee and Health and Safety Officer shall include but not limited to the following:**

* Be responsible for the safe conduct of all activities in those parts of the premises essential for the running of the competition.
* Ensure the minimum safe water depths, other dimensions, current facilities and equipment comply with accepted requirements.
* Ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters and evacuation procedures required by the pool operators.
* Stop the competition proceeding at any stage if there is a breach of, or possible breach of, health and safety procedures.
* Report all such matters to the promoter or deputy.

**Duties of all persons:**

Guidance – Whilst the following is an extract from the Swim England Handbook (General Regulations point 203)

Any person participating in any activity organised by an affiliated club, body or organisation including, but not being limited to, any promoter, competitor, official or spectator at any competition in any swimming discipline held in England under Swim England Regulations and Technical Rules or World Aquatics Rules shall comply with the following:

* any relevant statutory health and safety requirements.
* any bye laws or other regulations relating to safety.
* the conditions of any hire agreement relating to safety.

Safety instructions or guidance issued by Swim England, or any other body approved by the Board take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions within the area for which the promoter, hirer or organiser of the activity is responsible.