

**Marshal's Guidelines**

- **Arrive 15 to 30 minutes prior to warm-up** (or another designated time) **to:**
  - meet with the Meet Referee,  get identifying attire,  get your assignment.
- **Locate the first aid station including:**
  - First Aid kit, spinal backboard, rescue implements, AED (Automated External Defibrillator) and  the Emergency Action Plan (EAP).
    - EAP should list important phone numbers, protocol for getting help, name or position of the person on deck who is responsible for activating the EAP.
    - If there isn't one, discuss with the Meet Referee.
  - Determine where YOU fit into the EAP.
- **To help provide a safe environment:**
  - Enforce the warm-up and warm-down rules -
    - No diving - feet first entry - except in one way sprint lanes (controlled warm-up only).
    - No Backstroke starts except in a controlled one way sprint lane. (They are dives.)
    - No socializing in warm-up/warm-down lanes. Swimming only.
  - Remind swimmers that running, horse play, whipping towels, etc. are dangerous and must be stopped.
  - Remind all that glass is not allowed on deck or in the locker rooms. (continued over)



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**Marshal's Guidelines** (continued)

- **Report any unsafe areas on the deck to the Meet Referee including:**
  - loose wires,  slippery areas,  loose blocks,  too many swimmers in a lane, and  any other things you consider dangerous.
- **Periodically walk through** hallways, seeding area, etc., and, with another adult of your gender, your gender locker rooms. Arrange for "two adult" walk-throughs of the other gender locker rooms. Stop any shaving - Inform Meet Referee and Meet Management.
- **Blood on the deck or a bleeding swimmer?**
  - Immediately notify the Referee and first aid staff.
  - Help cordon off the bloody area until it is properly cleaned.
- **Monitor the warm down area throughout the meet.**
- **Unauthorized people on Deck? In the venue? Watch for inappropriate camera use in locker rooms & in or around the venue. Immediately Inform the Meet Manager or Meet Referee.**
- **Pay attention to the meet.**
  - Do not leave the area without the approval of the meet referee.
- **Remember: Safety is the Primary Concern. Be firm! But not a Tyrant.**



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