



MSSA Open Water Swim Events

EVENT MANAGEMENT PLAN 2025

Version Control

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SUMMARY

This Masters Swimming Association South Australia (MSSA) Open Water Swim Event Management Plan 2025 has been fully updated and now provides a complete guide for Event Managers conducting Open Water Swims under the auspices of Masters Swimming.

EVENT MANAGEMENT

The Open Water Swim Event Management Plan 2025 document sets out the requirements and information to conduct Open Water Swim (OWS) Events. It references relevant Masters Swimming Australia (MSA) Policies and Rules for the conduct of OWS events. It includes a Risk Assessment and risk mitigation measures. The fully completed document is submitted by the organising club to the MSSA Open Water Swim Coordinator for sanction well before the start of the event.

BACKGROUND

Masters Swimming Australia (MSA) is the peak body and national sports organisation for adult swimmers aged 18 years and above. MSA is affiliated with World Aquatics through Swimming Australia.

Individuals can join one of the Masters Swimming Clubs around Australia. Clubs are affiliated to the State branches; States are affiliated to MSA. In South Australia, clubs affiliate with MSSA.

Clubs offer various programs including regular training and stroke correction with qualified coaches, fun events and social activities. Competitions are available at Club, State, National and International levels. Competitive opportunities are also available through a calendar of Open Water Swims events conducted by Masters Swimming Clubs and MSSA each year in conjunction with the Surf Lifesaving Clubs.

DEFINITIONS

Event - An open water event up to 10 kilometres.

Organiser - The Masters Swimming Club or MSSA conducting the event.

Event Manager - Organiser's delegate managing the event.

Swimmer - Person registered for an event

Location - The Event Venue

Race - Swimming competition at any event. There may be several races included in any event.

REFERENCE DOCUMENTS

This document will be reviewed for relevance and usability at the end of every OWS season. Reviews will incorporate changes to OWS rules, guidelines and policies that may occur from time to time.

The Event Management Plan draws upon the following documents and Policies:

- [2025 OWS Risk Analysis \(November 2025\)](#)
- [MSA Open Water Swimming Event Guide \(November 2023\)](#)
- [MSA OWS Rules \(March 2023\)](#)
- [MSA Risk Management Policy and Procedures \(February 2022\)](#)
- [MSA General Rule – Swimwear \(April 2023\)](#)
- [MSA National Safety Policy and Procedures \(October 2022\)](#)
- [MSSA Guidelines For Generator And Erection Of Channel 9 Arch \(October 2017\)](#)
- [MSSA Guidelines in Relation to Storm Water Discharge \(July 2016\)](#)

GENERAL

Open Water Swim events will be conducted generally in accordance with the MSA Open Water Swim Rules and as set out within this document.

SANCTIONING: An event is sanctioned by MSSA by submitting an Event Sanction Form that includes Event Management Plan summary declaring that a Risk Assessment and Medical Emergency Response Plan have been completed and that a request for a Local Government Authority permit has been lodged. **NOTE: all required documents are included in this Event Management Plan.**

IMPORTANT NOTES

- Prior to opening registrations for any event, the organiser will submit a completed Event Sanction Request form ([Appendix 7](#)) to the MSSA Open Water Swim Coordinator at least one month prior to the event.
- Prior to the start of any event the Organiser will assess the course and conditions and may cancel the event for any reason including for example: storm or bad weather, adverse water condition, water temperature on the course, rough water on the course, sharks or marine stingers in the vicinity of the course, storm water or pollution on the course.

CONDITIONS OF ENTRY

The Event Manager has the discretion to cancel any event at any time or disqualify any swimmer for non-compliance with swim rules set out below. Refunds of entry fees will be in accordance with the MSSA Refund Policy.

The Event Managers decision on disqualification is final and not subject to appeal.

AT RISK NOTIFICATION

Open water swimming is potentially risky. The organiser has taken all reasonable actions to minimise risks to all swimmers. Swimmers in an event are therefore required to accept the “At Risk” Notification for the event. **The following At Risk Notification below must appear on all registration forms.**

At Risk Notification

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All swimmers accept that the organisers have taken all reasonable actions to minimise risks to all swimmers and that they, in order to mitigate risk to themselves and others, acknowledge that they:

- have properly trained for and are fully satisfied that they are physically fit to compete and have prepared for the event such that they can compete in the event without undue distress.
- are medically fit in that they are not aware of any medical or related limitation, including changes to medication that may prevent them from completing the event without undue distress.
- will not cause harm, by their actions, to any other swimmer or official.

SWIMMER QUALIFICATION

- The event is open to any swimmer 18 years and over.
- All swimmers must complete either an online entry or an entry form prior the close of registration for the event.
- No entry will be accepted without acknowledgement of 'At Risk Notification' and payment of the entry fee.
- The organiser reserves the right to refuse entry to any swimmer at its discretion and will refund any entry fee paid.

REGISTRATION

Registration will be available at (location) at least 90 minutes prior to the advertised race start time.

Registration will close 30 minutes prior to the advertised race start time.

Swimmers **MUST** collect their race cap and have their race number on their upper arm to complete registration. If a swimmer is wearing a wetsuit the race number will be applied to the hand.

Swimmers entered but not registered by the published "Close of Registration Time" on race day will be considered non-starters.

Swimmers holding a current MedicAlert registration may indicate they hold MedicAlert registration to the Registrar at the time of registration.

SWIMWEAR

The MSSA Open Water Swimming Rules apply to this race. In particular that:

1. Swimwear will comply with MSA General Rule GR16.1 Rash vests may be worn at the discretion of the Meet Director. If worn they may be either long or short sleeve but must not provide compression or buoyancy. They will be made from materials that meet World Aquatics requirements for swimwear.
2. For open water swimming competitions with water temperature 18°C or above swimsuits for both men and women will not cover the neck, nor extend past the shoulder, nor extend below the ankle. Subject to these specific shape specifications, swimsuits for open water swimming competitions will further comply with all other requirements applicable to swimsuits for pool swimming competition.
3. When the water temperature is below 18C wetsuits are compulsory. For the purpose of these rules, wetsuits are swimsuits made of material providing thermal insulation. Wetsuits for both men and women will completely cover torso, back, shoulders and knees. They will not extend beyond the neck, wrists and ankles. The body parts after the shoulders and/or below the thigh do not necessarily need to be covered.
4. When the water temperature is 18°C or above, wetsuits may be allowed at the discretion of the Event Manager. However, the swimmer then becomes ineligible for trophies or championship honours and points. If awards are given to wetsuit swimmers, they will be awarded separately from non-wetsuit swimmers.
5. Clarification: It is clarified that swimsuits, respectively wetsuits which fulfil the shape requirement set forth in the World Aquatics swimwear rules (for open water swimming competitions) can be accepted even if they do not bear a valid World Aquatics approval label provided they effectively and evidently fulfil the material requirements set forth in the current World Aquatics Requirements for swimwear approval.

SWIM RULES

1. Goggles, up to two caps, nose clip and earplugs may be used. No extraneous aids are allowed. No Swimmer will be permitted to use or wear any device that may be an aid to speed, endurance or buoyancy (swim fins, paddles, snorkels etc).
6. Swimmers must wear the “race cap” provided at registration.
7. Where electronic timing is used, swimmers must wear, on the nominated limb, the “tag” provided at registration for the event on the nominated limb for the duration of the race.
8. Jewellery, except for a Medic Alert bracelet is not allowed to be worn. This is to avoid cuts, scratches or impact to other swimmers resulting in blood in the water on the course.
9. The use of technology and automated data collection devices is permissible for the sole

purpose of collecting data. Automated devices will not be used to transmit data, sounds, or signals to the swimmer and may not be used to aid their speed. (GR15.3)

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10. Race Officials reserve the right to disqualify swimmers at any time preceding, during or after the race.
11. All swimmers registered for the event will attend the “Swimmer Briefing” to be held 15 to 30 minutes prior to the published Race Start Time.
12. Race Officials will consider water temperature, water condition and roughness using the Risk Assessment in [Appendix 4](#) prior to the race and may vary or cancel the event if it is considered identified risks cannot be mitigated.
13. A spirit of friendly competition MUST be maintained throughout the race. Any intentional contact or unsportsmanlike conduct will be grounds for immediate disqualification.
14. Decisions of the race officials are final. Surf Life Saving (SLS) SA Water Cover personnel are considered race officials.

MINIMUM MEDICAL STANDARDS

The Organiser will implement Category 4 Medical Standards in accordance with the MSA National Safety Procedures as set out below.

In conjunction with the SLSC or other suitable providers the Organiser will:

- Appoint a suitable number of people who hold a current First Aid Certificate and a current CPR certificate to ARC Standards (e.g. St. Johns Ambulance, Nurse, Medical Doctor, Royal Life Saving Society, and Surf Life Saving Association) and a Medical Emergency Response Leader who is fully aware of the emergency procedures for the location.
- Establish a first aid area, clearly identified, fully equipped, manned and promoted for the duration of the event.
- Ensure that a clear access to ambulance is identified.
- Arrange clear communication lines e.g. radio and /or phone, and distribute a list of all local emergency numbers to all officials holding mobile phones, i.e. ambulance, police, etc.

All first aid providers engaged for a MSSA Open Water Swim event must be briefed prior to the event of the potential traumas that may occur and to the equipment/resources required and prepare a Medical Emergency Response Plan that will be followed for this particular event. The Plan must be provided to MSSA for approval prior to the event.

MSA HOT WEATHER SAFETY PROCEDURES

The Organiser will implement MSA Hot Weather Safety Procedures in accordance with the MSA Safety Policy and Procedures regarding heat stress, heat disorders and symptoms, water temperature and sun protection.

The Organiser will record “apparent temperature” (or heat index) prior to the start of the event and at hourly intervals where the category of “caution” as set out in MSA National Safety Procedures is reached. Apparent temperature may be obtained from the Bureau of Meteorology for all reporting stations online or through a mobile phone “app”. Where the Bureau of Meteorology apparent temperature is not available, the Organiser may use the Kestral 300 weather meter. The actions set out in the Heat Stress Table will be implemented as each new Heat Index category is reached.

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Where the air temperature is forecast to be greater than 25°C at the start of the race, shade will be erected for recovery and water provided for officials.

UV risk is typically high in Adelaide summertime after 10am, therefore all swimmers are to be encouraged to apply sunscreen 20 minutes prior to entering the water for their event. Sunscreen will be provided for swimmers from registration onwards.

MSA HYPOTHERMIA PREVENTION AND TREATMENT

The Organiser will implement MSA Hypothermia Prevention and Treatment in accordance with the MSA Safety Policy and Procedures regarding water temperature and treatment.

The Organiser will record average water temperature and wind speed noting water clarity and estimated wave heights at the Location and conduct a Swim Risk Assessment.

Where the water temperature is between 18°C and 20°C:

1. Swimmers will be encouraged to double cap with thick silicone caps.
2. Swimmers may wear wetsuits. Females and lean males are more susceptible to hypothermia and will be encouraged to wear thermal protection as set out above in Swimwear.
3. Where the apparent air temperature is forecast to be less than 20°C at the finish of the race, a shelter will be erected for warm up and recovery and will include blankets (preferably heated) for recovery.
4. Additional observers (preferably SLSSA Members with radios) will be placed along the course to discern if swimmers are disoriented or slowing appreciably and initiate rescue.
5. Request the SLSSA Medical Officer supporting the event be familiar with treatment for hypothermia.

THE VENUE

The event will be conducted over a course published prior to the event and displayed at the registration area. The published course may be amended in length and direction by the Event Manager for the safety of swimmers.

The areas around the registration desk, the start assembly area and along finish chute will be inspected for the presence of sharps (e.g., broken glass or hypodermic needles) that will be removed prior to setting up for the event.

1. All turns or alterations of course will be clearly indicated by large, coloured buoys in contrast to local markers.
2. The course will be in salt or fresh water that is subject only to minor current or tidal flow. The course will be safe for swimmers in that:
 - a. Where there is rough water on the course, the Organiser will, in conjunction with SLSSA, use the Swim Risk Assessment to determine acceptability of the course and conditions.
 - b. In the event of significant rainfall in the three days preceding the swim, the Event Organiser should inspect the course to check for the extent and level of turbidity (Refer to the MSSA Guidelines in Relation to Storm Water Discharge). The course may be moved or altered to avoid any storm water discharge areas.
 - c. In the event of shark sightings in the week prior to the event, the Organiser will monitor further reports and liaise with the SLSSA Club affiliated with the event to determine

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whether it is safe to proceed with the event at the nominated location.

- d. The average water temperature (measured at a depth of approximately 40cm near the middle of the course) is within range. If it is less than 18°C or greater than 31°C the event will be cancelled.
 - e. A cut-off time for all events will be determined considering water temperature, tides and weather conditions and announced at the race briefing. Generally a time of 30 minutes per kilometre will apply unless otherwise stated on the event sanction and entry form ([Appendix 7](#)). After expiry of the designated time limit, the Event Manager may order any swimmers still on the course to leave the water.
 - f. The course must be declared acceptable by SLSSA Water Cover personal in that no sharks have been sighted and that there are minimal marine stingers present in the vicinity of the course.
3. The minimum depth of water at any point on the course will generally be greater than 2 metres.
 4. All sponsor advertising will be erected prior to the start of the event (See MSSA Erection of Chanel 9 Arch Procedure).

PRE RACE PREPARATION

1. Swimmers will comply with Swimwear and Swim Rules above.
2. It is compulsory for all swimmers to wear the highly visible race cap provided at registration on their head for the duration of the event such that is visible to water cover personnel.
3. Swimmers will have their competition number clearly applied in waterproof ink on their upper back or arms or hands if wearing a wetsuit, and/or displayed on swim caps. Information on how to safely remove race number marking from a swimmer's arm will be provided at the registration desk.
4. Where electronic timing is used, swimmers will apply the numbered strap holding the timing chip, issued to them, to the nominated ankle.
5. Swimmers will be allowed to use grease or other such substances providing these are not, in the opinion of the Event Manager, excessive nor contravene any rule.
6. Swimmers entered but not registered by the published "Close of Registration Time" on race day will be considered to be non-starters (Category DNS in results).
7. All swimmers registered for the event must attend the "Swimmer Briefing" to be held between 15 and 30 minutes prior to the published race start time.

THE START

1. The Marshal will keep swimmers and officials informed of the time before the start, e.g. five minutes to go, a verbal command will be given that swimmers may enter the water and move toward the start line. The Marshal will hand over to the Starter by verbal advice or prearranged signal.
2. The start line will be clearly defined by removable equipment at water level i.e. *between two buoys*. With one minute to go swimmers will assume their start positions at the start line as directed by the Starter.
3. The Event preferred start will be with all swimmers standing or treading water in a depth sufficient for them to commence swimming on the start signal.
4. The Starter will be positioned to be clearly visible to all swimmers.
5. The Starter will indicate, by a flag held upright and verbal command, when the start is imminent.

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6. The Starter will start the race by dropping a flag and sounding an air horn or siren. The flag drop is the sign for the Timekeepers to start watches; the sound is the sign for the competitors to start their race. The Organiser must ensure that all swimmers can hear the start signal.

THE RACE

1. All swimmers must swim freestyle where possible. Backstroke or breaststroke in congested areas, (starts and turns), may be considered 'unsporting interference' and lead to disqualification.
2. Obstructing, interfering with or making intentional contact with another swimmer will, if deemed by the referee as "unsporting interference", lead to disqualification.
3. Swimmers will maintain a reasonable clearance from other swimmers. At the start, finish and turns swimmers will take every possible action to avoid contact with another Swimmer.
4. Swimmers will not receive support from any fixed or floating object and will not be touched by an escort craft or crew therein or paddler unless the swimmer requests assistance. Such assistance will be deemed as withdrawal.
5. The pacing of a swimmer by a craft, paddler or another person entering the water is not permitted.
6. If a swimmer is unable to complete the swim, they will raise their arm and wait for assistance from support craft.

THE FINISH OF THE RACE

1. The final approach to the finish will be clearly defined with markers of a distinctive colour.
2. The finish will be a clearly defined line. **The race finishes when a swimmer crosses the Timing Line at or close to the water line.**
3. Swimmers will swim/walk across a defined finish line in order of finish and given a numbered place biscuit (if used). If a swimmer cannot stand or walk to a finish line, they may be assisted or use a representative to cross the finish line and collect their place biscuit.
4. Swimmers will collect their place biscuit and to walk it to the Recorder in the order of the swimmers' finish.
5. Where electronic timing is used, the timing chip will be removed and given to the official for cleaning and storage. Swimmers must report loss of timing chip to the Timekeeper or Event Manager.

RISK MANAGEMENT

1. A risk assessment has been completed for this event and held at the nominated location. Treatments for identified risks have been included in this plan.
2. A risk analysis will be conducted at least one hour prior to the scheduled start of the event to ensure that actions required under the risk analysis have been completed and that no additional risks have emerged since the risk assessment for the event was undertaken. A template for the risk analysis is attached at [Appendix 4](#). The results of the risk analysis will be attached to the risk assessment and filed with records for this event.

OFFICIALS

The following key officials will be appointed for the event sanctioned by MSSA:

- Event Manager
- Referee

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- Marshal
- Course Coordinator
- Registrar/ Recorder
- Starter
- Timekeeper
- Safety Coordinator
- SLSSA representative
- Medical Officer
- Advertising signage coordinator

The minimum officials to be appointed for the any event sanctioned by MSSA:

- Event Manager (Event Referee)
- Course Coordinator/ Marshal
- Recorder / Registrar
- Starter / Finish Judge
- Timekeeper
- Safety Coordinator / Medical Officer
- Advertising signage coordinator

DUTIES OF OFFICIALS

The duties of Officials are set out below.

EVENT MANAGER

1. Has full control and authority over all officials, will approve their assignments and instruct them regarding the event management plan and all special features or regulations related to the competition including policing of approved swimwear, and wearing of any speed, endurance, buoyancy aids and devices, watches and jewellery.
2. Ensure the MSSA sanction form ([Appendix 7](#)) and supporting documents are submitted to MSSA, enforce all the rules and decisions of MSSA and respond to all questions relating to the actual conduct of the meeting, the event or competition, the final settlement of which is not otherwise covered by this plan.
3. Ensure that required licenses and permits are obtained from local government such that the organiser has a permit to occupy the beach and surrounds where the event is to be held for a period of no less than two hours prior to the start of the event and for two hours after the planned conclusion of the event.
4. Ensure the SLSC assisting with the event has submitted a Special Event Application Form to SLSSA at least two months prior to the event to ensure SLSSA assets are available for course surveillance of the course immediately prior to the advertised start time by SLSSA Aerial Shark Patrol.
5. At least three days prior to the event, monitor the venue for water temperature, approaching storms, shark sightings, storm water pollution and adverse water conditions (see MSSA Guidelines in Relation to Storm Water Discharge) and consult with the MSSA Safety Officer and OWS Coordinator if conditions might be unsuitable for the event such that the event will need to be cancelled. Notify MSSA and registered swimmers if the event is cancelled more than 24 hours

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prior to the advertised start time of the event.

6. Ensure officials listed in [Appendix 1](#) are appointed no later than two months prior to the event and provided a copy of this plan and a briefing in accordance with this document.
7. Ensure officials are briefed on their roles and responsibilities at least one week prior to the event as set out in this document. [Appendix 1](#) is a briefing plan for officials.
8. Ensure all equipment required for the event is available and in good working order one week prior to the event.
9. Review the Swim Risk Assessment ([Appendix 4](#)) and sign outcomes prior to the start of the event.
10. Ensure that all necessary officials for the conduct of the event are at their respective posts. The Event Manager may appoint substitutes for any who are absent, incapable of acting, or found to be inefficient, and appoint additional officials if considered necessary. This is to ensure swimmers do not take unfair advantage of another swimmer or commit unsporting like interference, and to ensure that support/ safety craft do not impede any swimmer, other than to direct them back to the field.
11. Ensure that sufficient powered and paddler safety craft are available during the event to provide full safety backup in accordance with SLSSA Policy but not less than one paddler every 200 meters between first and last swimmers.
12. Ensure swimmers are briefed prior to the start of their race. [Appendix 3](#) is a briefing plan for swimmers.
13. Order any swimmer from the water, on the advice of the SLSSA personnel, if an unacceptable risk is identified.
14. Disqualify any swimmer for any violation of the rules that they personally observe, or which are reported to them by other authorised officials.
15. Adjudicate on all protests related to the competition in progress.
16. Provide a decision in cases where the times recorded for a swimmer do not agree.
17. In conjunction with the Referee, **complete and submit a report for MSSA** on the form provided at Appendix 8 and include any comments on the conduct of the event that may assist with future events.
18. Submit race results to MSSA Recorder in preferred format within two days of completion of the event.

REFEREE

Note: There is no qualification available for OWS Referees, therefore a pool referee may be engaged. The Referee must be made aware that while this event management plan generally complies with MSA OWS Rules there are differences in officials and their respective roles. In addition, this document includes direction on risk assessment, hot weather and hypothermia prevention. Any referee appointed must be provided with a copy of this Event Management Plan at least one month prior to the event to clarify duties and provisions under this document. The Referee's role includes:

1. Enforce all the rules and decisions of Masters Swimming and make decisions on all questions relating to the actual conduct of the Event or competition, the final settlement of which is not otherwise covered by this document.
2. Observe the Swim Risk Assessment ([Appendix 4](#)), adjudicate and sign outcomes when it is completed.
3. Provide guidance to officials in the conduct of their duties.
4. Have authority to intervene in the competition at any stage to ensure that the MSA OWS Rules are observed.
5. Disqualify any swimmer for any violation of the rules that he personally observes, or which are

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reported to him by other authorised officials.

6. Adjudicate on all protests related to the competition in progress.

MARSHALL

The duties of the Marshal may be performed by the Course Coordinator if no marshal is available

1. Measure the water temperature as set out in “The Venue”, (2.d).
2. Ensure all swimmers are present in the assembly area at the required time prior to the start.
3. As delegated by the Event Manager, monitor the wearing and use of any unapproved swimwear, and disqualify wearers of speed, endurance, buoyancy aids and devices, watches and heavy jewellery and if necessary, advise the Registrar.
4. Keep swimmers and officials informed of the time remaining before the start at suitable intervals up to the swimmer briefing; (i.e., at 35 minutes to start, registrations close in five minutes; safety briefing in 10, Swimmer briefing in 20 etc.) until the last five minutes.
5. Five minutes before the start, give a verbal command to advise swimmers they may enter the water and move to the start line.
6. The Marshal will then hand over to the starter by verbal advice or prearranged signal.
7. Record race numbers of any swimmer(s) removed from the water, or withdrawn from the event once registered, advising the event manager immediately the last swimmer has finished.
8. Assist the Timekeeper to ensure the correct race finish procedures set out below are maintained.

COURSE COORDINATOR

1. In the week prior to the event, inspect the trailer and equipment to ensure hitch and chains are serviceable and all equipment required for the event is in working order. Arrange replacement of damaged equipment prior to the event.
2. Supervise unloading, distribution, use, cleaning and reloading of all equipment is conducted safely with minimum wear or damage, observing weight limitations of 20-kilogram maximum lift or multiple persons lift requirements.
3. Ensure all electrical cables and power boards have current electrical safety tags, all cables are taped down across access points or strung overhead.
4. Ensure generators are adequately ventilated and fuel is stored securely.
5. Allocate teams for lifting and erecting heavy and bulky items such as inflated buoys and tents.
6. Be responsible for the correct set out of the course.
7. Ensure the start and finish areas are clear of any hazards (obstructions, broken glass, syringes etc), correctly marked, that all equipment has been correctly installed and is secured against wind gusts or tidal drift.
8. Ensure any hazards on the beach approaches such as sharp ledges, slippery slopes and drop offs are isolated by moving access to the beach away from these hazards to minimise injury to swimmers or officials.
9. Ensure that all guy ropes are flagged at 1.2 meters above ground level and that anchors are covered with safety cones.
10. Ensure all course alteration points are correctly located, marked and supervised prior to the commencement of the Event. Where large marker buoys to be used they are to be a different colour to the surrounding boat markers.
11. Ensure proper reception facilities including sunshades and wind breaks are available set up one hour prior to the start of the event and that water and sunscreen are available for volunteers where air temperature is expected to be over 25°C.

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12. Be responsible for ensuring that all clothing and personal items left in the start/assembly area are transported to the finish area.
13. Remove all equipment from the beach and ensure the event area is left free of rubbish.

REGISTRAR / RECORDER

1. Receive and enter all registrations, allocate race numbers on a start list.
2. Appoint and coordinate markers to ensure numbers are written on swimmers and or caps as required and safe removal procedures are displayed. If electronic timing is used, issue electronic tag number corresponding to swimmer's name and instruct swimmers where to attach the tag (e.g., right ankle).
3. Record wearers of wet suits and non-World Aquatics suits on the registration lists and at the finish for identification and result exclusion.
4. Record MedicAlert registration of swimmers if provided.
5. Advise the Event Manager, Starter and Recorder of the number of swimmers registered to swim on the day.
6. Record withdrawals from the competition, enter results on official forms and maintain a record for team awards as appropriate.
7. Ensure all finish biscuits are available and correctly ordered and assign a person to issue biscuits at the finish line (if used). If electronic tags are used, they will be correctly ordered and issued only to the person named on the start list.
8. Record swimmers' places after they finish according to the finish place biscuit (if used) or in the order recorded on electronic timing system.
9. Record wearers of wet suits and non-World Aquatics suits on registration lists and/or at the finish for identification and result exclusion - time of swim can be given for the swimmer but not included in awards or prize lists unless there is a separate category for swimmers wearing non complying swimwear but in compliance with Swimwear 4 & 5;
10. Record event registrations, results, risk assessment, hazard assessment, officials briefing and incident reports will be kept for a period of five years in a secure recoverable format.

STARTER

1. Liaise with timekeepers on signals for start of the event or waves where there are multiple starts in an event.
2. Direct each wave of swimmers to the start position assisting the Timekeeper to ensure starts meet event requirements.
3. Be stationed in a position to be clearly visible to all swimmers; with a distinctive flag and an audible starting device (horn or siren, not whistle) in working order.
4. On signal from the Event Manager, start the race by raising a flag into the vertical position; bring the flag down with the arm kept straight, and simultaneously activate an audible signal (horn or siren, not whistle).

NOTE: the audible start signal can be made by a guest starter such as a sponsor in tandem with the Starter.

TIMEKEEPER

1. Liaise with the Marshal and Starter to ensure event timing is maintained and clarify signals for the start of the event.
2. Establish procedures in conjunction with the Event Manager and Referee for recording and sorting swimmer times and places.

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3. Enlist assistance of others to use two manual backup stopwatches and manual recording of places and times. These people can be designated Assistant Timekeeper.
4. Verify all watches are working and synchronise 30 minutes prior to the start of the race.
5. Identify the positions of the different timing devices at the start and finish; a minimum of two stop watches will be used in addition to any electronic recording system.
6. Start watches at the starting signal and only stop their watches when instructed to do so by the Event Manager.
7. Record the time and swimmer's number in place order on the timecard/sheet/print out promptly after the finish and turn it over to the Recorder.
8. Be positioned in line with the finish where they always have a clear view of the finish.
9. Should a swimmer not be able to walk out of a swim at the finish line, a personal runner can take that swimmers timing band or finish biscuit (if used) to the recorder, in order of finish.

SAFETY COORDINATOR

1. Review the Event Risk Assessment one month prior to the event and bring any concerns to the attention of the Event Manager.
2. Assess the heat index conditions using a Kestral 3000 handheld Weather Meter or similar and advise safe procedures for managing potential heat stress.
3. Check and record that the entire course, with special regard to the start and finish areas, is safe, suitable and free of any hazard.
4. Ensure a swim risk assessment is conducted in conjunction with the Event Manager/ Referee and SLSSA representative no later than one hour prior to the advertised start of the event. All risk treatments identified will be reported to the Event Manager and implemented prior to the start of the race. The race must not commence until all new risks have risk assessment after treatment of "2 or Medium".
5. Ensure SLSSA support staff are briefed on the items included in [Appendix 2](#) at least one hour prior to the event on roles and responsibilities.

SLSSA SUPPORT STAFF

1. SLSSA will be engaged to provide water cover in accordance with SLSSA Policy.
2. SLSSA will be advised of the proposed course layout. It is noted that SLSSA standing order in the case of an emergency is the support craft take the most direct route to the beach. However, if that route crosses the course, they must be aware of the danger of colliding with swimmers.
3. SLSSA will provide observation for sharks and marine stingers and advise the Event Manager when the course is considered clear of hazards.
4. Observe the Swim Hazard Assessment ([Appendix 4](#)), adjudicate and sign outcomes when it is completed.
5. SLSSA support staff are deemed as 'Referees' and may report swimmers for any breach of the Event Management Plan to the Event Manager.
6. All escort/ safety craft will be positioned prior to the start to avoid interference with any swimmer and will navigate in such a way not to manoeuvre through the field of swimmers, obstruct nor place them directly ahead of any swimmer.
7. All paddle board/ canoe escorts are bronze medal qualified by SLSSA where possible and will provide support to a swimmer until a rescue craft can attend.
8. All paddle board/ canoe craft will carry a whistle for which may be used to attract attention of swimmers in the Event of a safety risk.
9. Swimmers must immediately follow any direction of a SLSSA member including 'leave the water' if so requested.

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10. SLSSA support will provide a Medical Officer who will be a SLSSA qualified first aider or paramedic to assist swimmers requiring assistance.

MEDICAL OFFICER

1. Be responsible to the Event Manager for all medical aspects related to the competition and swimmers.
2. Inform the local medical facilities of the nature of the event and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity.
3. In conjunction with the Safety Coordinator, advise if, in their opinion, conditions are unsuitable for staging the event and/ or make recommendations for the modification of the course or the way the competition is conducted.

ADVERTISING SIGNAGE COORDINATOR (ASC)

1. Ensure only advertising signage approved by MSSA Branch is used at the venue.
2. Allocate a team to set up or install sponsor signage and follow safety instructions as agreed with MSSA - refer to MSSA Guidelines for Generator and Erection of the Arch.

APPENDIX 1 – Officials Briefing

The following people will attend the officials briefing by the Event Manager so that the management, roles and responsibilities of officials and equipment requirements as set out in the Event Management Plan are understood by all officials.

- Event Manager
- Referee
- Safety Coordinator
- Course Coordinator
- Registrar / Recorder
- Starter
- Timekeeper
- Recorder

1. The Referee, Safety Coordinator and Course Coordinator will receive a copy of the Event Management Plan at this briefing.
2. Medical Emergency Response plan will be reviewed.
3. The SLSSA support will be provided a copy of the Event Management Plan no later than four weeks prior to the advertised date for the event and then briefed by the Safety Coordinator on their duties at the pre-race Surf Lifesaving Briefing set out in Appendix 2. It is desirable that the Event Manager/ Referee attend this briefing.
4. A record of attendees and any concerns raised at this briefing will be kept by the Event Manager.

APPENDIX 2 – Surf Life Saving Briefing

Briefing to include:

1. Confirm layout of course and swim direction.
2. Confirm placement of buoys.
3. Confirmation of retrieval and recovery plans, first aid and medical treatment arrangements by SLSSA. **NOTE: Heat Stress or Hypothermia may need to be monitored and treated by the Medical Officer.**
4. Confirm numbers and position of water cover including IRB's and paddlers.
5. Advise cut off time for the event. Confirm retrieval and/ or recovery paths for SLSSA.
6. Warning and emergency signals and use of whistles.
7. Advise timing for recovery of buoys.

APPENDIX 3 – Swimmer Pre Race Briefing

Briefing to include:

1. Welcome.
2. Thank Sponsors.
3. Identify and thank officials - Referee, Event Manager, SLSSA support staff.
4. Confirm all swimmers have accepted that the organisers have taken all reasonable actions to minimise risks to all swimmers and that they, in order to mitigate risk to themselves and others, have acknowledged they have trained for this event and they are fit and well today. If they are not confident that they have trained adequately or are not fit or feeling well to consider withdrawing from the swim now - for your safety and the safety of rescuers.
5. Confirm layout of course.
6. Confirm start line/ swim direction/ finish line.
7. Advise what to do if a swimmer cannot continue i.e. raise one arm and wait for SLSSA assistance.
8. Advise SLSSA water cover roles in recovery and reporting unacceptable swimmer behaviour and use of warning whistles to clear the water.
9. Advise cut off time for event.
10. Advise swimmers what to do if they leave the water before crossing the finish line.
11. Advise first aid and medical treatment arrangements by SLSSA.
12. Advise provisions to minimise heat stress (SHADE, SLIP, SLOP SLAP and cool water).
13. Advise location of refreshments at the finish.
14. Advise presentation arrangements.

APPENDIX 4 – Swim Risk Assessment

This form is to be submitted alongside the sanction request form assessing any risks that are not covered in the document OWS Event Risk Analysis

Swim Risk Assessment

Event:			Date:		Start time:	
Prepared by:						
Position:	Name	Signature	Position:	Name	Signature	
Safety Coordinator			SLS SA Representative			
Reviewed and approved by: Name: Position: Date / time: Signature:						
Date Risk Assessment prepared:			Copy available at Event: (Y/N)			
Treatments identified in the Swim Risk Assessment applied (Y/N If no list exceptions) :						
Changes from Event Risk Assessment (Temperature, Heat Index, wind speed, wave height [estimate], water temperature, tide, water turbidity):						
Actions for future Events:						
Review by Referee:						

ITEM	NEW POTENTIAL Risks (What may cause an injury/illness to occur and has not been identified in the Risk Assessment)	RISK PRIORITY (E, Ma, Me Mi)	RISK TREATMENT (What controls can be put in place to prevent an injury/illness) N.B. Must address the Hierarchy of Controls and control measures must not raise or create an increased risk	RESIDUAL RISK PRIORITY (E, Ma, Me Mi)	WHO WILL ENSURE THAT THIS IS DONE
1					
2					
3					
4					
5					
6					
7					

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ITEM	NEW POTENTIAL Risks (What may cause an injury/illness to occur and has not been identified in the Risk Assessment)	RISK PRIORITY (E, Ma, Me Mi)	RISK TREATMENT (What controls can be put in place to prevent an injury/illness) N.B. Must address the Hierarchy of Controls and control measures must not raise or create an increased risk	RESIDUAL RISK PRIORITY (E, Ma, Me Mi)	WHO WILL ENSURE THAT THIS IS DONE
8					
9					
10					

Risk Priority will be determined from MSA Risk Assessment Procedures - an extract of which is included below.

NOTE: Residual Risk must be “2 or Medium” for all identified hazards for the Event to proceed.

The criteria for evaluating the risks are shown below to assist with assessing Swim Risks.:

Likelihood scale Rating	LIKELIHOOD The potential for problems to occur in a year
5	ALMOST CERTAIN: will probably occur, could occur several times per year
4	LIKELY: high probability, likely to arise once per year
3	POSSIBLE: reasonable likelihood that it may arise over a five-year period
2	UNLIKELY: plausible, could occur over a five-to-ten-year period
1	RARE: very unlikely but not impossible, unlikely over a ten-year period

Impact scale Rating	POTENTIAL IMPACT In terms of the objectives of the club
5	CATASTROPHIC: most objectives may not be achieved, or several severely affected
4	MAJOR: most objectives threatened, or one severely affected
3	MODERATE: some objectives affected, considerable effort to rectify i.e. sport injury – requires medical attention and has some impact on participation in sport and/or other activity
2	MINOR: easily remedied, with some effort the objectives can be achieved i.e. sport injury requires first aid treatment and prevents immediate participation in sport and/or other activity
1	NEGLIGIBLE: very small impact, rectified by normal processes i.e. sport injury but does not prevent participation

Risk priority scale	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Negligible
5 Almost certain	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
4 Likely	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
3 Possible	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
2 Unlikely	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
1 Rare	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

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Key:

Extreme	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
Major	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
Medium	Medium risks that are likely to arise or have serious consequences requiring attention
Minor	Minor risks and low consequences that may be managed by routine procedures

APPENDIX 5 – Medical Emergency Response Plan

Medical Emergency Plans must be prepared in accordance MSA Safety Procedures. The attached summary **must** be completed and submitted with the request for Sanction for the Event.

Medical Emergency Plan Phone 000 or Mobile 1123	
Club Name	
Event Address	
Club President and contact number	Name: Mobile Number:
Medical Emergency signal - Three long whistle blasts	
In case of a Medical Emergency the following person is in charge. <i>(if more than two people are available the first named will take charge)</i>	<i>(insert photo and name)</i>
First Aid Officers:	
The first aid equipment is located:	
The defibrillator is located:	
MSA members medical information is located:	
The closest access point for emergency services:	

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Local medical facilities address and contact numbers:	
Medical Facility Manager:	Name Mobile
Surf Life Saving Contact:	
Map reference:	

APPENDIX 6 – Event Summary and Checklist

STAKEHOLDERS

The following table identifies Stakeholders and their Role in the Event

Event Name	
Event Date	
Location	
Masters Swimming Club	
Surf Life Saving Club	
Event Manager	
Local Government Authority	
Verifier: Safety Coordinator	

I declare that a Risk Assessment for this event has been undertaken in conjunction with the relevant key Event Officials and Stakeholders listed above. I also declare that a Medical Emergency Response Plan has been completed and that a request for a Local Government Authority permit has been lodged.

Event Manager: _____

(Signature)

Date: _____

Note: This Summary together with the MSA Event Sanction Request will be submitted not less than one month prior to the Advertised date of the Event.

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Event Checklist

Task	Responsibility	Completed Date / Time	Verified Date / Time
Three months prior			
Review Event Management Plan, Risk Analysis and submit Sanction Form	Event Manager		
Apply for licenses and permits from Local Government	Event Manager		
Ensure Special Event Application form is submitted by SLS Club with request for Aerial surveillance for the Event	Event Manager		
Two months prior			
Appoint Officials in Appendix 1 (incl. SLS contact) and provide copy of Event Management Plan as indicated	Event Manager		
If required, prepare and submit a COVID Safe Plan	Event Manager		
One week prior			
Monitor Venue conditions for storm water, sharks and storms	Event Manager		
Ensure equipment and trailer are all available and fit for purpose.	Event Manager		
Check course set out and GPS availability.	Event Manager		
Brief officials	Event Manager		
Race day			
Check course set out	Event Manager		
Complete Swim Risk Assessment	Event Manager		
Brief Officials (incl. SLS)	Event Manager		
Brief Swimmers	Event Manager		

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Complete Event Report for MSSA Branch	Event Manager		
Submit Race Results to MSSA Recorder	Event Manager		
Collate and store all records from Event in secure storage.	Event Manager		
Receive registrations and allocate Race Number and issue caps	Recorder		
Coordinate Markers	Recorder		
Record wet suit wearers	Recorder		
Record MedicAlert registration	Recorder		
Ensure swimmers are assembled at start	Marshal		
Keep swimmers informed of time to start	Marshal		
Record the number of swimmers removed from the water	Marshal		
Liaise with Timekeepers and Marshals for starting the race with audible and visible signal	Starter		
Liaise with Starter over Start signals	Timekeeper		
Verify all watches are working and position of timing devices.	Timekeeper		
Start watches at Starters signal and record Swimmers time at finish line	Timekeeper		
Measure water temperature	Marshal		
Supervise unloading and reloading of equipment.	Course Coordinator		
Ensure safety use and operation of electrical equipment and generators.	Course Coordinator		
Ensure safe lifting of buoys	Course Coordinator		
Inspect Start and Finish areas and around Registration desk for sharps and hazards and dispose of any found.	Course Coordinator		
Ensure all guy ropes and anchors are identified	Course Coordinator		

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Ensure course is set out correctly	Course Coordinator		
Ensure proper registration facilities are set up.	Course Coordinator		
Transport Swimmers personal equipment where Star and Finish are at different locations.	Course Coordinator		
Ensure the beach is cleared of all equipment and rubbish at the finish of the event.	Clerk of Course		
Ensure finish biscuits or timing chips are correctly ordered and issued only to the person named in the Start List.	Recorder		
Record placing of Swimmers or collect timing chip at finish	Recorder		
Record wearers of Wetsuits	Recorder		
Provide water cover as briefed including observers and Turn Monitors are required.	SLS SA		
Identify Medical Officer or First Aid Coordinator	SLS SA		
Ensure <u>only</u> Advertising signage approved by MSSA Branch is set up.	ASC		
Allocate team to install Sponsor signage.	ASC		

APPENDIX 7 – SANCTION REQUEST FORM

The sanction request form **MUST** be submitted to the MSSA OWS Coordinator **with the following five documents:**

ITEM	ATTACHED
1. OWS Risk Analysis	
2. Swim Risk assessment	
3. Medical Emergency Response Plan	
4. Event Summary and Checklist	
5. Medical Emergency Response Plan	

Masters Club Name	Event Name
Date of Event	Venue
Event Coordinator Name: Contact Number: Email:	
Is MSSA Event Management Plan completed? <i>Must be attached to sanction submission</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is MSSA Risk Analysis completed? <i>Must be attached to sanction submission</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Entry Form completed? <i>Must be attached to sanction submission</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the Council Event Application been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, insert date the application was submitted:
Has the DPTI Application been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, insert date DPTI application was submitted:
Has the Special Event Application been submitted by SLSC? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, insert date Special Event Application was submitted:
Variations to MSSA Event Management Plan - Describe any proposed variations or amendments to the Plan for this event	

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List of Key Officials (Refer to MSSA Event Management Plan for Duties)			
	Name(s)	Mobile	Email (optional)
Event Coordinator			
Referee			
Clerk of Course			
Register			
Starter			
Chief Timekeeper			
Recorder			
Safety Coordinator			
Advertising Signage Coordinator			
Trailer Transport			

Event Timeline on the Day	Time
One and a half hours before the start of the Event the registration process for all swimmers will commence	
Planned time to conclude the registrations for all swimmers	
One hour before the start of the Event the Safety Coordinator, Clerk of Course and Event Coordinator will inspect the course and decide on the suitability of holding the Event	
Half an hour before the start of the Event the Safety Coordinator will brief the SLSSA and other Officials	
The competitors to be briefed by the Event Coordinator and/or Referee	
Five-minute whistle is given advising swimmers to prepare to get into the water	
Two-minute whistle is given advising the swimmers to get into the water. This can be done at one minute if the swimmers are not required to cover a distance to get to the starting line	
The Event concludes	

Event Distances and Start Times		
	Distance	Time
Event 1		
Event 2		
Event 3		

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Event 4		
Event 5		

APPENDIX 8 – Post-Event Report

This report should be submitted to the Open Water Swim Co-ordinator no later than 1 week after the event

EVENT IN GENERAL	
Event Name	
Masters Club Name	
Date of Event	Venue
Event Coordinator's Details:	Contact Number:
Name:	Email:
CONDUCT OF SWIM	
Water conditions checked by Safety Coordinator and Medical Officer <input type="checkbox"/> Yes <input type="checkbox"/> No	Competitors briefed <input type="checkbox"/> Yes <input type="checkbox"/> No
Course markings checked by Safety Coordinator and Clerk of Course <input type="checkbox"/> Yes <input type="checkbox"/> No	Course and Race Rules displayed <input type="checkbox"/> Yes <input type="checkbox"/> No
National Safety Policy requirements checked by Safety Coordinator <input type="checkbox"/> Yes <input type="checkbox"/> No	Water Cover personnel and Officials briefed <input type="checkbox"/> Yes <input type="checkbox"/> No
Water temperature checked <input type="checkbox"/> Yes <input type="checkbox"/> No	
Weather Conditions	
Water Cover met guidelines <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, why)	

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Post Event Report (continued)

SWIMMERS DETAILS					
	Total	MSA Females	MSA Males	Non MSA Females	Non MSA Males
Number of Entrants					
Number of Swimmers					
Number of Swimmer under 18 years					
Number of Swimmers who did not complete swim					
Number of Swimmers who did not show for swim					
Any notes or comments:					
Any DQs <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please List Swimmer and Reason:					

INCIDENTS AND INJURIES
Incident / Injury Reports (This covers injuries that occurred during the swim and any incidents that could have resulted in an injury)
If an injury occurred was an Injury Report Form completed <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a copy of the Injury Report Form and return via email
RECOMMENDATIONS
Recommendations for Future Events (This covers problems and changes that need to be looked at by Organisers, Technical or MSSA)

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OFFICIALS	
Officials in Attendance	Name(s)
Event Coordinator	
Referee	
Clerk of Course	
Registrar	
Starter	
Chief Timekeeper	
Timekeeper 1	
Timekeeper 2	
Timekeeper 3	
Timekeeper 4	
Electronic Timing Equipment Operator	
Chief Judge	
Finish Judge 1	
Finish Judge 2	
Finish Judge 3	
Finish Judge 4	
Race Judges	
Safety Coordinator	
Medical Officer	
Course Officer	
Volunteer 1	
Volunteer 2	
Volunteer 3	
Volunteer 4	