

MSSA Open Water Swim Events

EVENT MANAGEMENT PLAN

By
MSSA OWS Committee

Revised by J. Middleton for OWS Rules 2019 June 2020
Approved by MSSA OWS Committee October 2020

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SUMMARY

The Masters Swimming Association - South Australian Branch (MSA SA) Open Water Swim (OWS) Event Management Plan has been created to provide a guide for Event Managers conducting Open Water Swims under the auspices of Masters Swimming.

EVENT MANAGEMENT

The OWS Event Management Plan sets out the requirements to conduct Open Water Swim Events. The Event Management Plan references relevant MSA Policies and Rules for the conduct of Open Water Swimming Events. The Controls developed to minimise risks from the associated Risk Analysis are incorporated in the OWS Event Management Plan which together with the associated Risk Analysis or declaration is submitted to Masters Swimming SA for sanction prior to the start of the event.

BACKGROUND

Masters Swimming Australia Inc. is the peak body and national sports organisation for adult swimmers aged eighteen years and above. Masters Swimming Australia is affiliated with FINA through Swimming Australia Ltd.

Individuals can join one of the Masters Swimming Clubs around Australia. Clubs are affiliated to the Branches, and the Branches are then affiliated to the National Body. There are seven Branches within Australia, representing each State/Territory, with the exception of ACT, which is incorporated as part of the NSW Branch. Masters Swimming Clubs are affiliated with the South Australian Branch which in turn is affiliated with Masters Swimming Australia Inc.

Clubs offer various programs, such as regular training and stroke correction with qualified coaches, fun events and social activities. Competitions are available at Club, Branch, National and International levels. Competitive opportunities are also available through Open Water Swims conducted by Clubs or Branches.

The Swimming Clubs conduct events in conjunction with the Surf Lifesaving Clubs at their various bases located along South Australian beaches.

DEFINITIONS

Event - Masters Swimming Australia or its state body may conduct any Open Water Event up to 10 kilometres.

Organiser - MSSA Masters Swimming Club 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.

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REFERENCE DOCUMENTS

This document and the associated Risk Assessment shall be reviewed for relevance and usability at the end of every Open Water Swim season. Such review shall incorporate changes to referred OWS Rules, Guidelines and Policies that may occur from time to time.

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

2017 OWS Risk Analysis (27/6/17)

MSA OWS Rules (Mar 2020)

MSA Risk Management Policy and Procedures (May 2017)

MSA National Safety Policy and Procedures (October 2018) amended to include Hypothermia prevention and treatment

MSSA Guidelines For Generator And Erection Of Channel 9 Arch (May 2016)

MSSA Guidelines in Relation to Storm Water Discharge (June 2016)

Create a COVID-Safe Plan:

<https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan>

COVIDSAFE Procedures for Outdoor Mass Participation Events:

<https://www.equestrian.org.au/sites/default/files/Mass%20Participation%20Event%20-%20Fact%20Sheet.pdf>

COVID Marshalls at:

<https://www.covid-19.sa.gov.au/business-and-work/covid-marshals>

GENERAL

The Open Water Swim Events will be conducted generally in accordance with the Masters Swimming Australia Open Water Swim Rules and as set out herein.

The Event is sanctioned by Masters Swimming South Australia (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.

Prior to opening Registrations for any Event the Organiser shall submit an Event Sanction Request form 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, 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 Manager 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

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 wet suit the race number shall be applied to the hand.

Swimmers entered but not registered by the published “Close of Registration Time” on race day will be considered to be Non-Starters.

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

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SWIMWEAR

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

1. Swimwear shall comply with MSA General Rule GR16.1 (Effectively FINA General Rule GR5 and FINA By Law BL 8.) 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 shall be made from materials that meet the FINA requirements for swimwear.
2. For open water swimming competitions with water temperature from 20 C swimsuits (FINA BL8.4) for both men and women shall 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 shall further comply with all other requirements applicable to swimsuits for pool swimming competition.
3. For open water swimming competitions in water with temperature below 20 C, men and women may use either swimsuits (BL 8.4) or wetsuits. For the purpose of these rules, wetsuits are swimsuits made of material providing thermal insulation. Wetsuits for both men and women shall completely cover torso, back, shoulders and knees. They shall not extend beyond the neck, wrists and ankles.
4. Clarification: When the water temperature is below 20 C wetsuits are allowed and the swimmer is eligible for trophies or championship honours and points.
5. When the water temperature is 20 C or above wetsuits may be allowed at the discretion of the Event Manager, but the swimmer then becomes ineligible for trophies or championship honours and points. If awards are given to wetsuit swimmers, they shall be awarded separately from non-wetsuit swimmers.
6. FINA Clarification: It is clarified that swimsuits, respectively wetsuits which fulfil the shape requirement set forth in BL 8.3, 8.4 and 8.5 (for open water swimming competitions) can be accepted even if they do not bear a valid FINA approval label provided they effectively and evidently fulfil the material requirements set forth in the current FINA Requirements for Swimwear Approval.

SWIM RULES

1. No extraneous aids are allowed. Goggles, up to two caps, nose clip and earplugs may be used. No Swimmer shall be permitted to use or wear any device that may be an aid to speed, endurance or buoyancy (swim fins, paddles, snorkels etc).
2. Swimmers must wear the "race cap" provided at registration.
3. 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.
4. The wearing of jewellery and watches except for a Medic Alert bracelet or supplied timing device, is not allowed to avoid cuts scratches or impact to other swimmers resulting in blood in the water on the course.
5. Race Officials reserve the right to disqualify Swimmers at any time preceding, during or after the race.

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6. All swimmers Registered for the Event shall attend the “Swimmer Briefing” to be held 30 minutes prior to the published Race Start Time.
7. 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.
8. A spirit of friendly competition MUST be maintained throughout the race. Any intentional contact or unsportsmanlike like conduct will be grounds for immediate disqualification.
9. Decisions of the Race Officials are final. SLS SA Water Cover personnel are considered as Race Officials.

MINIMUM MEDICAL STANDARDS

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

In conjunction with the Surf Life Saving Club or other suitable providers the Organiser shall:

- 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 telephone, and distribute to all officials holding mobile phones a list of all local emergency numbers, i.e. ambulance, police, etc.

All first aid providers engaged for a Masters Swimming Australia 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 provide to the MSA Branch for approval prior to the event.

Appropriate COVID-19 safety procedures should be observed in accordance with State and Commonwealth Government requirements at the time of the event. Reference should be made to the State Government website “Create a COVID-Safe Plan” at:

<https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan>

as well as the Commonwealth Government’s COVIDSAFE Procedures for Outdoor Mass Participation Events at:

<https://www.equestrian.org.au/sites/default/files/Mass%20Participation%20Event%20-%20Fact%20Sheet.pdf>

and COIVID Marshalls at:

<https://www.covid-19.sa.gov.au/business-and-work/covid-marshals>

MSA HOT WEATHER SAFETY PROCEDURES

The Organiser shall implement MSA Hot Weather Safety Procedures in accordance with the MSA Safety Policy and Procedures in regard to Heat Stress, Heat Disorders and Symptoms, Water Temperature and Sun Protection.

The Organiser shall 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 Bureau of Meteorology for all reporting stations online or through a mobile phone “app”. Where 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 shall be implemented as each new Heat Index category is reached.

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 shall implement MSA Hypothermia Prevention and Treatment in accordance with the MSA Safety Policy and Procedures in regard to Water Temperature and Treatment.

The Organiser shall 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 shall be encouraged to double cap with thick silicone caps.
2. Swimmers may wear wetsuits - females and lean males are more susceptible to hypothermia and shall 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 shall be erected for warm up and recovery and shall include blankets (preferably heated) for recovery.
4. Additional observers (preferably SLS SA Members with radios) shall be placed along the course to discern if swimmers are disoriented or slowing appreciably and initiate rescue.
5. Request the SLS SA 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 shall 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.

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1. All turns or alterations of course shall be clearly indicated by large coloured buoys in contrast to local markers.
2. The course shall be in salt or fresh water that is subject only to minor current or tidal flow. The course shall be safe for swimmers in that:
 - (a) Where there is rough water on the course the Organiser will in conjunction with SLS SA use the Swim Risk Assessment to determine acceptability of the course and conditions.
 - (b) In the event of significant rainfall in the 3 days preceding the OWS the Event Organiser should inspect the course on 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 shall monitor further reports and liaise with the SLS SA Club affiliated with the Event to determine 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). If it is less than 18°C or greater than 31°C the Event shall be cancelled.
 - (e) A cut-off time for all Events shall be determined taking in to account 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. After expiry of the designated time limit, the Event Manager may order any or all swimmers still on the course to leave the water.
 - (f) The course must be declared acceptable by SLS SA 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 shall generally be greater than 2 metres.
4. All sponsor advertising shall be erected prior to the Start of the Event (See MSSA Erection of Chanel 9 Arch Procedure).
5. Appropriate COVID-19 safety procedures should be observed in the set-up of the Venue in accordance with State and Commonwealth Government requirements at the time of the Event. Reference should be made to the State Government website “Create a COVID-Safe Plan” at:
<https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan>
as well as the Commonwealth Government’s COVIDSAFE Procedures for Outdoor Mass Participation Events at:
<https://www.equestrian.org.au/sites/default/files/Mass%20Participation%20Event%20-%20Fact%20Sheet.pdf>

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PRE RACE PREPARATION

1. Swimmers shall 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 shall 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 swimmers arm will be provided at the Registration desk.
4. Where electronic timing is used Swimmers shall apply the numbered strap holding the timing chip, issued to them, to the nominated ankle.
5. Swimmers shall be allowed to use grease or other such substances providing these are not, in the opinion of the Event Manager, excessive nor contravene any law.
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 shall attend the "Swimmer Briefing" to be held between 15 and 30 minutes prior to the published Race Start Time.

THE START

1. The Marshall shall 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 Marshall shall then hand over to the Starter by verbal advice or prearranged signal.
2. The start line shall be clearly defined by removable equipment at water level i.e. *between two buoys*. With one minute to go swimmers shall assume their start positions at the start line as directed by the Starter.
3. The Event preferred start shall be with all swimmers standing or treading water in a depth sufficient for them to commence swimming on the start signal.
4. The Starter shall be positioned to be clearly visible to all swimmers.
5. The Starter shall indicate, by a flag held upright and verbal command, when the start is imminent.
6. The Starter shall 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 shall, if deemed by the Referee as "unsporting interference", lead to disqualification.
3. Swimmers shall maintain a reasonable clearance from other swimmers. At the start, finish and turns swimmers shall take every possible action to avoid contact with another Swimmer.

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4. Swimmers shall not receive support from any fixed or floating object and shall not be touched by an escort craft or crew therein or paddler unless the Swimmer requests assistance. Such assistance shall 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 shall raise their arm and wait for assistance from support craft.

THE FINISH OF THE RACE

1. The final approach to the finish shall be clearly defined with markers of a distinctive colour.
2. The finish shall be a clearly defined line. **The race finishes when a Swimmer crosses the Timing line at or close to the water line.**
3. Swimmers shall 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 (if used).
4. Swimmers shall collect their place biscuit (if used) and to walk it to the Recorder in the order of the swimmers finish.
5. Where electronic timing is used the timing chip shall 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 held at the nominated Location. Treatments for risks identified have been included in this plan.
2. A Risk Analysis will be conducted at least 1 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 as Appendix 4. The results of the Risk Analysis shall be attached to the Risk Assessment and filed with records for this Event.

OFFICIALS

The following key officials shall be appointed for the Event sanctioned by the relevant MSA Branch:

Event Manager
Referee
Marshall
Course Coordinator
Registrar / Recorder
Starter
Timekeeper
Safety Coordinator
SLS SA representative
Medical Officer
Advertising signage coordinator

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The minimum officials to be appointed for the any Event sanctioned by the relevant MSA Branch:

Event Manager (Event Referee)
Course Coordinator/ Marshall
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, shall 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 heavy jewellery.
2. Ensure the SA Masters Sanction form and supporting documents are submitted to SA Masters Swimming Branch and enforce all the rules and decisions of Masters Swimming and decide 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 2 hours prior to the start of the Event and for 2 hours after the planned conclusion of the Event.
4. Ensure the Surf Life Saving Club assisting with the Event has submitted a Special Event Application Form to SLS SA at least two months prior to the Event to ensure SLS SA Assets are available for course surveillance of the course immediately prior to the advertised start time by SLS SA Aerial Shark Patrol.
5. At least three days prior to the Event monitor the Venue for water temperature, approaching storms, shark sightings and storm water pollution (see MSSA Guidelines in Relation to Storm Water Discharge) and consult with Masters Swimming SA Branch Safety Officer and OWS Director if conditions may 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 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 Event Management Plan.
7. Ensure Officials are briefed on their roles and responsibilities at least on week prior to the Event as set out in this Event Management Plan. 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.

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9. Review the Swim Risk Assessment (Appendix 5) 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; 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 SLS SA Policy but not less than 1 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 all or any Swimmer from the water, on the advice of the SLS SA personnel, if an unacceptable risks is identified;
14. Disqualify any Swimmer for any violation of the rules that he personally observes or which are reported to him by other authorised Officials;
15. Adjudicate on all protests related to the competition in progress.
16. Give a decision in cases where the times recorded for a Swimmer do not agree.
17. In conjunction with the Referee, complete a report for SA Branch Masters Swimming on the form provided and include any comments on the conduct of the Event that may assist with future Events.
18. Submit race results to Branch Recorder in preferred format within two days of completion of the Event.

REFEREE

Note: There is no qualification available for OWS Referee 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 Event Management Plan 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 in order to clarify duties and provisions under this Event Management Plan.

1. Enforce all the rules and decisions of Masters Swimming and decide all questions relating to the actual conduct of the Event or competition, the final settlement of which is not otherwise covered by the Event Management Plan.
2. Observe the Swim Risk Assessment (Appendix 5), 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 Masters Swimming Australia OWS Rules are observed
5. Disqualify any Swimmer for any violation of the rules that he personally observes or which are reported to him by other authorised Officials;

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

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 Swimmers name and instruct Swimmer where to fix the tag (e.g., right ankle).
3. Record wearers of wet suits and non FINA suits on the registration lists and at the finish for identification and result exclusion;
4. Record Medic alert 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 shall be correctly ordered and issued only to the person named on the Start List.
8. Record the placing of the swimmers 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 FINA 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;

MARSHALL

The duties of the Marshall may be performed by the Course Coordinator if no Marshall 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 Marshall shall then hand over to the Starter by verbal advice or prearranged signal.

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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 correct race finish procedures set out below are maintained.

STARTER

1. Liaise with time keepers 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);

Comment: 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 Marshall 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.
3. Enlist assistance of others to use two manual backup stopwatches and manual recording of places and times — these persons may be designated Assistant Time keeper.
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 shall 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 time card/sheet/print out promptly after the finish and turn it over to the Recorder.
8. Be positioned in line with the finish where they have a clear view of the finish at all times.
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.

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

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SLS SA SUPPORT STAFF

1. SLS SA will be engaged to provide water cover in accordance with SLS SA Policy.
2. SLS SA will be advised of the proposed course layout. It is noted that SLS SA 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. SLS SA 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 5), adjudicate and sign outcomes when it is completed.
5. SLS SA support staff are deemed as "Referee" and may report swimmers for breach of Event Management Plan to the Event Manager.
6. All escort/safety craft shall be positioned prior to the start to avoid interference with any Swimmer and shall 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 SLS SA 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 SLS SA member including "Leave the water" if so requested.
10. SLSA Support will provide a Medical Officer who shall be a SLS SA qualified First Aider or Paramedic to assist Swimmers requiring assistance.

MEDICAL OFFICER shall:

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 manner in which the competition is conducted.

SAFETY COORDINATOR:

1. Review the MSSA Branch OWS 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 Kestral 3000 hand held Weather Meter or similar and advise safe procedures for managing potential heat stress.

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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 SLS SA representative no later than one hour prior to the advertised start of the Event. All Risk Treatments identified shall be advised to the Event Manager and implemented prior to the start of the race. The race must not commence unless all new Risk Treatment have risk assessment after Treatment of "2 or Medium".
5. Ensure SLS SA Support Staff are briefed on the items included in Appendix 2 at least one hour prior to the Event on roles and responsibilities.

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 Branch - refer to MSSA Guidelines for Generator and Erection of Chanel 9 Arch.

RECORD KEEPING

Records Event registrations, results, risk assessment, hazard assessment, officials briefing and incident reports shall be kept for a period of five years in a secure recoverable format.

COVID MARSHALL

If required by State or Commonwealth Government regulations, a COVID Marshall may also be required for the Event. Guidance on the roles and responsibilities of a COVID Marshall should come from the State Government website on COVID Marshalls at:

<https://www.covid-19.sa.gov.au/business-and-work/covid-marshals>

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APPENDIX 1 – Officials Briefing

The following shall attend the Officials briefing by the Event Manager such that the management, roles and responsibilities of Officials and equipment requirements as set out in the Event Management Plan are understood by appointed officials.

Event Manager

Referee

Safety Coordinator

Course Coordinator

Registrar / Recorder

Starter

Timekeeper

Recorder

COVID Marshall (if applicable)

The Referee, Safety Coordinator and Course Coordinator shall receive a copy of the Event Management Plan at this briefing.

Medical Emergency Response plan will be reviewed.

The SLS SA Support shall be provided a copy of the Event Management Plan no later than 4 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.

A record of attendees and any concerns raised at this briefing shall 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 SLS SA - 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 Event. Confirm retrieval and / or recovery paths for SLSS.
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. Identification and thank Officials - Referee, Event Manager, SLS SA support staff
4. Confirm All Swimmers have 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, have acknowledge that you have trained for this event and that you are fit and well today. If you are not confident that you have trained adequately or are not fit or feeling well please consider withdrawing from the swim now. If not for your safety but for the safety of and rescuers”
5. Confirm Layout of course
6. Confirm Start Line / Swim direction / Finish Line
7. Advise What to do if Swimmer cannot continue i.e. raise one arm and wait for SLS SA assistance
8. Advise SLS SA 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. Tell Swimmers What to do if they leave the water before crossing the finish line
11. Advise First Aid and medical treatment arrangements by SLS SA
12. Advise provisions to minimise heat stress (shades, SLIP, SLOP SLAP, cool water and sunscreen)
13. Advise Location of refreshments at the finish
14. Advise Presentation arrangements.

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APPENDIX 4 – Swim Risk Assessment

Event:		Date:		Start Time:	
Prepared by:					
Name:	Signature:	Position:	Name	Signature:	Position:
		Safety Coordinator			SLS SA Repre- sentative
Reviewed and approved by:					
Name:		Signature:		Position Event Manager	Date / Time:
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					

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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)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Risk Priority shall 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.

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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	Street Suburb Nearest Cross Street
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. (if more than two people are available the first named shall take charge)	<i>(insert photo and name)</i>
First Aid Officers	<i>(insert photo and name)</i>
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 Centre Address Phone Hospital with Emergency facilities Address Phone
Medical Facility Manager:	Name Mobile
Surf Life Saving Contact:	Name Mobile
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: _____

(Name)

(Signature)

Date: _____

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

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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		
Complete Event Report for MSSA Branch	Event Manager		

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Submit Race Results to MSSA Branch 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 wetsuit wearers	Recorder		
Record MedicAlert registration	Recorder		
Ensure swimmers are assembled at start	Marshall		
Keep swimmers informed of time to start	Marshall		
Record the number of swimmers removed from the water	Marshall		
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	Marshall		
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		
Ensure course is set out correctly	Course Coordinator		
Ensure proper registration facilities are set up.	Course Coordinator		

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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		
COVID Marshall to be monitoring social distancing and other activities as required	COVID Marshall		
Start and finish line set up to satisfy COVID-Safe Plan	Event Manager COVID Marshall		