

## Appendix E

### OPEN WATER TRAINING/SWIMMING POLICY

The safety and wellbeing of our members is of utmost importance and this Policy applies to all members participating in Club sanctioned open water training and swimming sessions.

This policy should be read in conjunction with the relevant Masters Swimming Australia and Masters Swimming WA Policies.

#### **Prior to the Training/Swimming Session the Safety Officer will:**

1. Provide:
  - a) Member contact and Emergency contact information;
  - b) Accident and Incident Report Forms;
  - c) First Aid Kit;
  - d) Stingoes;
  - e) Whistle/Air Horn; and
  - f) Contact details of emergency services.
2. Check safety and first aid equipment.
3. Encourage swimmers to:
  - a) Bring water and snack food for after the swim;
  - b) Slip, slop, slap (sun screen, hat and protective clothing);
  - c) Bring a Club swim cap or bright coloured cap; and
  - d) Bring personal medication (if required).

Request swimmers to read the Open Water Training/Swimming Policy.

Approve the designated swim course.

#### **Pre Swim Safety Measures:**

1. Safety is of upmost importance. Only swim if you are comfortable with the conditions and confident in your ability.
2. All swimmers should register by signing in before the swim and signing out after the swim.
3. A "Spotter" should be appointed. The Spotter will carry a whistle/air horn and patrol the beach to watch over the swimming group. If a swimmer is in need of assistance, or in the event of any other danger, the whistle/air horn will be blown and ALL swimmers must stop and exit the water, or if instructed and able, render assistance. All swimmers are expected to take a turn at being the Spotter. If practicable, the Spotter will count the number of swimmers at the start and again at the end of the swim.
4. Keep the Club's First Aid kit, defibrillator and list of member emergency contact details, all housed in a bag, on the beach during the swim.
5. A "Swim Leader" shall be appointed. If practicable, the Swim Leader will count the number of swimmers at the start, at any rest/turning point and again at the end of the swim.
6. All swimmers shall:

- a) Wear a Club swim cap or a brightly coloured cap;
  - b) Team up and swim with a "Buddy" of similar speed. Groups of three may be formed;
  - c) If in need of assistance, raise and wave one arm to attract the attention of the Spotter and your Buddy;
  - d) If arriving late, inform the Spotter and join the main group at the turning point rather than start and follow on their own; and
  - e) Swim within any applicable boating exclusion zone;
7. All swimmers should:
- a) Swim within standing depth of water where possible or within a depth that the swimmer feels safe for their level of fitness and ability;
  - b) Follow the course designated by the Club Safety Officer;
  - c) Be aware of people fishing;
  - d) Look up regularly and be aware of people and obstacles in the water; and
  - e) Be sun smart.

**After the Swim:**

All swimmers should:

- 1. Drink to rehydrate; and
- 2. Be sun smart.

One of the Safety Officer, Spotter, or Swim Leader shall check the register to ensure all swimmers have left the water.

**In the Event of an Emergency:**

Members present should coordinate the following (see also the Emergency Flow Chart):

- 1. Signal emergency (e.g. 3 whistle/air horn blasts);
- 2. Commence first aid;
- 3. Where appropriate, Dial 000 (Ambulance/Police/Fire);
- 4. Clear swimmers from the water;
- 5. Assemble all swimmers to a safe place and conduct a head count;
- 6. Direct emergency services to the casualty;
- 7. Notify Club Safety Officer;
- 8. Club Official to advise the member's emergency contact person;
- 9. Complete an MSA injury/incident report, including a report from witnesses;
- 10. If appropriate, accompany person to hospital and stay until partner/relative arrives;
- 11. Club Safety Officer to notify Club President; and
- 12. Forward the MSA injury/incident report to Masters Swimming WA Safety Coordinator and retain a copy on file.