



# OPEN WATER SWIMMING

# EVENT DIRECTOR'S HANDBOOK

February 2015





## PREFACE

The Swimming Canada Open Water Event Director's Handbook has been adapted from the US Swimming Handbook and with kind permission from US Swimming. The document is intended to act as an organizational and operational aid for planning open water events. This handbook provides general guidelines for a Swimming Canada sanctioned Open Water competition, and therefore not all of its contents will apply to every competition. Some Provincial Sections (PS) and independent Local Organizing Committees (LOC's) have specific rules and guidelines concerning the conduct of such events. For an explanation of these rules and PS sanctioning requirements please contact the appropriate PS or LOC representative.

Swimming Canada currently holds Open Water championships each year in the 5km, and 10km distances, as well as FINA Marathon World Cup events of up to 54km. Most local events are between 1km and 10km.

Throughout this publication, reference is made to the Swimming Canada Rules with particular emphasis to Appendix "D" which deals with Open Water competitions, as well as Part IV of the FINA (Fédération Internationale de Natation) Handbook.

Swimming Canada hopes that the information included in this booklet helps identify the dangers of open water competition, while encouraging cooperation between event organizers and other entities involved in hosting this type of event.



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## GLOSSARY

**Check In:** The indication that a swimmer intends to participate in an event.

**Check Point:** A point along the course where a swimmer's progress is noted.

**Countdown:** The announcement at regular intervals of the time remaining before the start of the race.

**Drafting or Slipstreaming:** Swimming behind a support craft for the purpose of taking advantage of the reduced water resistance created by the former's wake. (OWS 6.2)

**Entry Times:** Times filed with an entry, as having been previously achieved.

**Escort Craft:** Boats or paddle boards used for the swimmer's safety and logistical support.

**Finish:** The finish shall be clearly defined and marked by a vertical face

**Finish Point:** The physical location where the race terminates.

**Grease:** Substance used by the swimmers to reduce friction or reduce the loss of body heat during a swim.

**Heat:** The second or subsequent start used if the start area cannot accommodate all contestants at the same heat.

**Individual Swim:** An individual un-paced and uncontested swim for time and/or distance, not normally considered to be part of a competitive race. Equivalent to a time trial or record attempt against time in pool swimming.

**Invitational competition:** For those swimmers, organizations and clubs invited by the host.

**Lead Boat:** The boat used as a course guide for the swimmers, usually following the course a short distance in front of the leading swimmer.

**LOC (Local Organizing Committee):** The administrative body entrusted to plan and carry out the logistics' of the competition. In some cases this group is independent of Swimming Canada and thereby does not receive a sanction from Swimming Canada.

**Medical Evacuation Plans:** Written plans for the procedures to be followed in the event of an emergency or need for medical intervention.

**Navigational Aid:** A device used to accurately measure and establish a course to be swum.

**Open competition:** Competition which any qualified club, organization or individual may enter.

**Open Water Swimming:** Any competition that takes place in rivers, lakes or oceans.

**Pacing:** An attempt by a person not participating in the race to enter the water with the intent of providing moral support or otherwise assisting a swimmer in setting the tempo of the race.

**Paddler:** A person on a paddle board or manually propelled craft who supports a swimmer or group of swimmers.

**Provincial Sections:** Independent branches of Swimming Canada entrusted to administer the sanction authority of Swimming Canada within the geographic boundaries of the respective provinces.



**Rulebook:** In this handbook, “rulebook” refers to the “Swimming Rules of Swimming Canada”; Revised Edition September 26, 2013

**Sanction:** A permit issued by a PS to conduct an event or meet. (Note: All athletes participating in any Swimming Canada sanctioned swim meet must be registered Swimming Canada members.)

**May:** Permissive, not mandatory.

**Shall or Must:** Mandatory.

**Split time:** Time recorded from an official start to completion of an initial distance within a longer event.

**Submitted times:** Times filed with an entry, as having been previously achieved.

**Support Personnel:** Persons in the swimmer’s escort craft that provide feeding, navigating, coaching and other supporting activities for a swimmer.

**Time standard:** The time standard for an event in a meet is the time a swimmer must have previously achieved to enter that event.

**Turn:** A point on the course where the swimmers reverse or change direction of the swim.

**Venue:** Geographical area and environs where the swim is conducted.



## PART 1

### **OPEN WATER SWIMMING**

There are many types of open water events. Rough water or open water swimming events normally occur in a natural body of water such as an ocean, a lake or river, although man-made quarries, pools and reservoirs are sometimes used. Most races are between 1km and 10km, but this varies according to the target participant group.

#### **OCEAN SWIMS**

Traditionally, ocean swims feature either a mass start on the beach with a short run into the water, or an in-water start. In-water starts are required for Swimming Canada National Championships and FINA competitions. The course then either:

1. Parallels the beach,
2. Goes out or around a fixed point such as a pier or island,
3. Circles a closed course marked by buoys: Red or Yellow round buoys (120 cm) or Red or Yellow triangular ones for Turns and smaller ones (45 or 60 cm) to guide swimmers, or
4. A combination of any of the above.

The finish may have either an in-water finish or a run out of the water. If a beach finish is used, the run should be as short as possible. An in-water finish is required for Swimming Canada National Championships and FINA competitions.

In determining the type of course for an event, the environment should be a guide. Consider piers, local fishing practices, tides, shipping lanes etc. to establish a course which will provide maximum safety to the participants. If you do not have access to buoy markers and/or sufficient boats or personnel needed to patrol a marked course off the shoreline, a closed course may not be feasible.

Keep in mind that a parallel point-to-point course usually does not finish where it starts, while most closed courses generally do. In addition, some swims must have a finish line in the water. A parallel course will require additional facilities and coordination between the start and finish.

Most ocean swims are sponsored or co-sponsored by the governing city's Park and Recreation Department. City facilities and lifeguard services are used and all permission and permits must come from the appropriate city or regional government controlling the beach access to the water. Obtain the estimate costs and permits well in advance of the anticipated date of the event.

#### **LAKE AND RIVER SWIMS**

Lake and river swims are usually easier to organize than ocean events since the variables of ocean swimming are greater. Conditions in lakes or rivers remain more constant. In a river, make sure you take the strength of the current and the course distance into account to estimate the elapsed swimming time.

#### **ESCORTED SWIMS**

When conditions or distance indicate, a swimmer must be escorted. Escorts are required in all distances of 25km and over. This escort may be by kayak, canoe, row boat or larger powerboat/yacht depending on the safety factors. The duties of the escorts will be discussed in greater detail in Part 6. In a closed circuit of 2.5 km, on a 25 km course, there is no escort, but we need a feeding pontoon.

The danger of boats and propellers only a few feet away from the swimmers is an added risk. Escorts and Watercraft should be equipped with propeller's protection. If not equipped, the boats should not approach the swimmer for less than five meters; in that case, motor should be stopped and paddling material should be used to safely approach the swimmer.

Gas fumes can be dangerous and annoying, especially on calm days. Anything that impedes the progress of a swimmer is a consideration when determining the type and number of escorts needed. Race



organizers need to establish special rules such as no crafts in the start area, escort boats may not get next to the swimmer for the first 0.5km, etc. The size and type of each escort is important. Most event boats will need to be large enough to carry the boat crew, special safety and feeding supplies, the swimmer's coach/trainer, and the swimmer if an emergency arises.

The escort must be sufficiently fit to complete the course. Boats must be capable of running at very slow (1.5km to 5km per hour) speeds on the course. It is also suggested that each escort have a flag of some type in the boat to wave in case of emergency. This can also be used if the crew is unsure about the course direction.

The Event Director may also want to consider the use of both boats and paddleboards as escorts. The paddleboards are supported by the boats with backup paddlers, food, and coach for the swimmer. It may be possible, although not always necessary, to have one boat act as a hub for several satellite boats or swimmers.

### **CABLE SWIMS**

Cable swims consist of a fixed course around a set distance. The course is marked by buoys and floats on a 0,4km cable which has been previously surveyed for accuracy. The cable is pulled between pylons set at 0,4km apart. Usually the race distance is 1km or 2km. Cable swims are one of the safest ways to conduct an open water event since the course is delineated by a cable, which provides safety support as well as a means of orientation for swimmers.

### **TEAM SWIMS**

Most of the events mentioned are designed primarily for individuals, however, some LOC's also conduct Team Events. The team consists of three or four swimmers and the team championship is determined by the cumulative time of the three fastest finishers.

### **COURSE**

The swim course is defined by:

1. The starting line
2. The turn markers with explicit directions as to which side of the marker the swimmer must pass.  
All other markers are for directions only and do not define the limits of the course.
3. The finish line.

A good course has the following characteristics:

1. The course of the swim should be designed to minimize confusion of the swimmers. Courses should avoid head-on traffic patterns where swimmers could pass close to each other in opposing directions.
2. Course design should also eliminate changes in course direction until the field of contestants has spread out from starting line congestion.
3. A large map of the course should be available for the viewing of the contestants at the race site.
4. Fixed or anchored course markers should be used as follows:
  - a) Provide course markers at 200-meter points (or closer).
  - b) Markers should be a bright color. Turn markers should be different from course markers.
  - c) Markers should have a visible surface area of at least 0.4 meter squared and be securely anchored.
  - d) Hazards or dangerous areas on the course should be marked different in color from course or turn markers.
5. Start
  - a) Bottom should be firm, clean and free from hazards (rocks, algae, glass, etc.)
  - b) Starting line should be as wide as possible to minimize multiple rows starting. The course design should provide a starting line which is as perpendicular as possible to the first leg of the course whereby all contestants along the starting line have equal advantage.
  - c) The starter must be clearly identified, visible by all of the persons on the starting line, and in front of the starting line.
  - d) The starting area and course should be controlled so as to keep non-participants clear.



- e) A gun, horn, or siren start should be used while simultaneously waving a flag. Prior to the start, a three minute flag and one minute flag warning can also be provided.
6. Finish
- a) A chute finish is obligatory with the swimmers being funneled towards the finish line.
  - b) The chute should be long enough and wide enough to accommodate the number of swimmers expected to finish at about the same time.
  - c) The finish line should be clearly marked and visible from the water from at least 400m away.
  - d) The finish area should be controlled so as to keep non-participants clear.
  - e) Finish monitors should be provided to aid swimmers standing up and exiting the water.





## PART 2

### **EVENT DIRECTOR**

#### **MAIN RESPONSIBILITIES**

The Open Water Event Director is appointed by the meet host. The Director's responsibilities include, but are not limited to: procuring the awards; obtaining a sanction (obligatory) with firm standards; preparing the race venue; arranging for personnel, equipment, and supplies necessary for operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing results and filing a report.

The Event Director should remain the overseer of activities, avoiding direct involvement in any one committee or activity. It is also essential that the meet director consult regularly with committee chairpersons to ensure that each committee's assignments are being handled thoroughly and expediently. It is important to understand the distinction between the roles of the Director and the Referee; basically, the Event Director is responsible for the venue and volunteers, and the Referee is responsible for the technical aspects of the competition, including the assignment of the different officials.

This handbook contains numerous references to the Swimming Rules of Swimming Canada. Because Event Directors for SNC sanctioned meets are required to be Swimming Canada members, they will have rulebooks and should familiarize themselves with the cited articles of the technical rules and administrative regulations of Swimming Canada. The rulebook should be kept readily available during the meet.

The Open Water Event Director should remember he/she is responsible for organizing a competition that complies with Swimming Canada and PS rules. A detailed notebook and all documents including timing reports, entry forms, and disqualification (DQ) slips should be saved. The Event Director should be aware of all Swimming Canada safety guidelines.

#### **GETTING STARTED**

The Open Water Event Director's primary goal is to host a well-organized and efficiently run competition. Events should be designed with the swimmers' best interests in mind. Disorganized competitions are not conducive to quality swimming.

Planning for a competition should begin months before the actual event date. Dates for sanctioned competitions are often selected and approved by the PS anywhere from six months to more than one year in advance. As soon as possible, the Event Director should prepare a checklist of all the tasks which must be performed prior to the event, with a tentative timeline as to when each action must be completed and a notation as to which committee or individual has been delegated the responsibility for that action. Items to be included on the checklist will vary from event to event but can be compiled from the information contained in this booklet, from PS procedures, and from the experience of other Event Directors.



## PART 3

### **BASIC EVENT REQUIREMENTS**

#### **THE VENUE**

The Open Water Event Director may be required to apply for the use of venues and support facilities. If prior arrangements have been made, the Event Director should verify the availability for the approved meet dates.

The Event Director should submit any required requests or applications at least six months in advance. A written application is preferred and should be as specific as possible, requesting the use of all necessary facilities and equipment. A meeting with the venue supervisors to discuss the event (e.g., traffic patterns, restrictions, clean up, etc.) can eliminate future problems. Nothing should be assumed, everything should be verified.

Some of the commonly requested facilities for an open water competition include: adequate observation stand on the venue, participant check-in area, public locker rooms, beach access, docks and/or boat ramps, hospitality area for coaches and officials, a concession area, a swimmers' rest area, an officials briefing area, an awards area, an administrative area, a press area and parking lots.

#### **Feeding Platform**

- OWS 6.13 Coaching and the giving of instructions by the approved swimmer's representative on the feeding platform or in the escort safety craft is permitted. No whistle shall be allowed.
- OWS 6.14 When taking sustenance swimmers may use Rule OWS 6.6 provided Rule OWS 6.7 is not infringed.
- OWS 6.15 No objects can be thrown from the feeding platform to the swimmers, including sustenance. The swimmers shall receive their feeding directly from their representative by a feeding pole or by hand.
- OWS 6.16 Feeding poles are not to exceed 5m in length when extended. No objects, rope or wire may hang off the end of feeding poles except national flags. National flags are allowed to be attached to the feeding pole but may not exceed the size of 30 cm x 20 cm.

#### **SAFETY**

The Event Director should pay close attention to the safety of the swimmers, coaches, officials, parents, volunteers and spectators at the competition. A safe and successful event is a priority for the Director and for Swimming Canada. The Event Director can help achieve this priority goal by striving to provide a safe environment.

To ensure safety, the Event Director should use common sense first and foremost. Swimmers, coaches, officials, volunteers or spectators should not be put into unsafe situations. The Event Director is responsible for ensuring that all aspects of the competition are conducted in a safe manner.

Following the guidelines listed below can facilitate this:

1. A committee composed of at least the Event Director, the safety officer and facility personnel should be appointed to inspect the venue for "unsafe" conditions or circumstances. The committee should correct these items as necessary. Hazards that cannot be eliminated should be clearly marked or blocked. Any person seeing an unsafe situation or activity within the venue should request the activity be stopped and report the situation to either the Event Director or the Referee for a permanent solution.
2. The possibility of Hiring Professional Lifeguards / Fees for participation must include Lifeguards participation. Staffing criteria for Lifeguards: All depending of the venue, if possible, Ocean qualified.
3. The local "venue" should be defined and all participating teams should be informed of which



specific areas of the area are included in the venue. The venue should include all spectator areas, administration areas, participant areas (rub down, rest and stretching areas), locker rooms, rest rooms, hospitality and/or snack bar or concessions areas, as well as any specific areas designated by the host club or the Event Director.

4. Any special safety rules or guidelines particular to the venue should be posted for participants, volunteers, and spectators.
5. The appropriate committee (see Part 4 of this handbook) should establish procedures to ensure that all swimmers, coaches, officials are current members of Swimming Canada.
6. All event personnel shall be informed of the emergency provisions for the race. It is recommended that the Event Director hold a meeting including all personnel just before the event to make them aware of all safety provisions.
  - The venue (if not a public beach) must have a first aid station and safety equipment
  - Should the venue be a public beach, ensure the availability of this equipment with the person responsible for the installations.
  - Ensure the presence of a first aid team at the departure and arrival areas (in particular for cases of hypothermia)
  - Ensure the presence of a doctor and a medical team for all competitions especially events of 10km or more in an open circuit.
  - Strongly suggested: Medical assistance boats must be well identified by a RED CROSS SIGN
7. All open water swims shall have a Medical evacuation plan. The plan(s) must outline detailed procedures and methods of transport for swimmers needing emergency medical aid from water pickup to land-based services. The plan required shall be as follows:
  - a) One plan is required if the start and finish of the race are the same location (or less than 500m. apart).
  - b) Two plans are required if the start and finish are not in the same location (or more than 500m. apart).
8. It is strongly recommended that safety monitor stations (i.e. row boats, canoes, paddle boards, rafts, etc.) be positioned on the course in a minimum ratio of one station per thirty (30) entrants or one station for every 500m of course length, whichever number of stations is greater. It is the intent of this rule to require coverage of the complete field at all times. Pilots are considered safety stations. Emergency evacuation boats cannot be counted as safety stations.
9. Safety monitor stations shall be equipped with first aid supplies and an emergency signaling device to summon a medical evacuation boat (signals may be day flares, smoke flares, radio, or flags).
10. A detailed plan must be available to cancel the race in case of inclement weather or other safety problems arising after competition starts.
11. It is important that every participant be accounted for as they enter and exit the water. A suggested method is to record the participant's number as they enter the water. The record would be marked off as they exit the course (either at the finish area or if removed for safety reasons).
12. The host club shall establish and announce a cut-off time for the event, at which time, all contestants still on the course must be picked up by the sweeper or clean-up boat.

OWS 6.17 In all events, time limits shall apply as follows from the finish time of the first swimmers: 15 min per 5 km (or part thereof) up to a maximum time limit of 120 min.

OWS 6.17.1 Competitors who do not finish the course within the time limit shall be removed from the water except that the Referee may allow a competitor outside the time limit to complete the course but not be eligible for any points or prizes.

## SAFETY COMMUNICATION PLAN

A safety communications plan is required for all races. The responsible federation should develop a safety communications plan template which would be made available to all race organizers.

### Minimum Requirements:

- a) A safety communications plan must enable efficient water-to-water, water-to-land and land-to-water communications. Unless otherwise approved by the sanctioning body, two-way radios, with



one channel reserved for emergency communications, will be required (for example, it may be acceptable in some circumstances for safety personnel using kayaks to communicate with a system of whistles and hand signals).

- b) Personnel on all boats, safety craft and feeding platforms must have the ability to communicate with the safety director.
- c) The safety officer must have the ability to communicate with all first responders, safety personnel and officials on the course.

### **Feeding Stations**

Feeding stations are an essential part of all open water races over 5K because of the need to maintain hydration.

Minimum Requirements:

- a) For races less than 5km, no feeding stations are required.
- b) For unescorted races of 5km and longer, there must be a floating or stationary feeding station available every 2 km.

### **Safety during Pre-Race Warm-Up and Post-Race Warm-Down**

Race organizers must take precautions to keep athletes safe during pre-race warm-up and post-race warm-down. Specifically, no swimmer should be allowed to enter the race course prior to or following the event without an escort kayaker, paddle boarder, etc., or the race host needs to offer course monitoring and safety during set training hours. Race courses should be closed to boating traffic during designated training hours.

### **Course Evacuation Plan**

Each race site must have an approved course evacuation plan to get all swimmers and race personnel off the water with steps in place to address all potential emergency situations.

### **Medical Services**

All open water races must have a medical and emergency services plan as part of the Safety Plan for the race. At a minimum, this plan must include:

- A physician on site with experience in providing medical care in endurance events (e.g., marathon, triathlon) and the ability to use the medical equipment described on the medical equipment list included below;
- One Emergency Medical Technician (EMT) per 150 participants;
- One ambulance on site or within a five-minute response time per 250 participants;
- A cooling or heating tent on site, unless the sanctioning body approves otherwise;
- A protocol for air evacuation if a hospital emergency room is more than 30 minutes away;
- Medical equipment as provided on the medical equipment list included below.

First responders must have the following training:

- Basic life Support (BLS) level CPR and first aid;
- Swimming ability that will allow the first responder to keep the athlete safe until further Rescue/medical help is available;
- Ability to use communication equipment and/or pre-agreed hand signals to begin emergency action.

### **ADVERTISING AND SPONSORSHIP**

Hosting an Open Water competition is an expensive undertaking. Event costs can be partially defrayed with advertising and sponsorship revenue. An event's advertising and sponsorship personnel often functions on a year-round basis. It takes a great deal of time and effort to solicit funds, but a small, dedicated group with quality leadership can be very effective. If a contract is signed for in kind services, special sponsor needs (e.g., banners, public address acknowledgements, etc.) should be reviewed carefully with the Director, venue personnel, and SNC if applicable.



## OFFICIALS

The procedure used for selecting or appointing officials varies among PS's, but the PS officials chair can provide the Even Director with a list of currently certified SNC member officials if possible and an explanation of the selection procedure.

Selecting qualified, experienced Referees is very important. Referees will be responsible for the actual conduct of the meet and should be consulted during the planning process. A copy of the event information flyer should be sent to the Chief Referee. The Chief Referee must be SNC certified.

SNC Rulebook Appendix 'D' OWS 2 requires that certain positions be filled at all times during the meet. The minimum number of required officials is:

- Chief Referee (One per race)
- Referee 1
- Referee 2
- Referee 3, 4..., if needed
- Announcer
- Safety Officer
- Medical Officer
- Course Officer
- Clerk of Course
- Starter
- Chief Timekeeper and 2 Timekeepers
- Chief Finish Judge and 2 Finish Judges
- Recorder
- Chief Race Judge and Race Judge (one per competitor except in races of 10km or less)
- Turn Judge (one per alteration of course)
- Feeding Station Judge (when Feeding Station are used)

Explanations of duties for each position are found in the Swimming Canada Rulebook. The positions of Referees, Safety Officer, Finish Judge and Timer shall not be combined with the duties of any other official.

## THE MEET INFORMATION

The Meet Information, which will be mailed to other teams, must include:

1. The sanction number
2. The type of competition (invitational, open, etc.)
3. The class of competition (senior or age group, etc.)
4. The event sponsor(s) (if applicable)
5. The date(s) and location of competition
6. The starting time(s) for competition
7. A description of the venue (including water temperature, currents, waves, the timing system, venue layout, etc.) (We cannot always have the water temperature in advance, only 2 hours before the event starts: OWS 5.5)
8. The name, address and telephone number of the Event Director
9. The name, address and telephone number of the entries person
10. The names of key officials (Chief Referee, Starter, etc.), if available
11. The entry deadline
12. The entry fees for individual and team events
13. Surcharge information, if applicable
14. Provable entry times (if required)
15. An explanation of the scoring system and awards
16. A complete description of the entry procedure, including appropriate entry forms.
17. Any other information which may be pertinent (e.g., a city map, list of area motels and restaurants, spectator admission fees, daily weather/temperature averages, etc.).
18. Consent form + Aptitude form + Medical history if possible



### **THE SANCTION**

The lead-time required for sanction application varies greatly between PS's. The PS office can supply the necessary information regarding the sanction application procedure and time frame. Most sanction requests require payment of specific sanction fee to the PS and copy of the proposed meet information flyer. No open water competition will be sanctioned unless the safety plan for the competition has been approved by a committee of safety experts.

### **MAILING**

Once a sanction number has been obtained, the approved information flyer can be mailed to the designated teams. Copies should also be sent to the Referee, other officials and any other individuals designated by the PS. Many PS's will have a required mailing list for receipt of information and official results. The Event Director should consult the PS office on this matter.

### **ORDERING AWARDS**

Awards can be a large expense for an event. Careful consideration should be given to the level of competition and to any specific PS guidelines when selecting the awards. A common practice is to award medals for first through eighth place competitors, and often a "finisher" award to all participants who complete the course. Sufficient lead-time for ordering awards is essential. Extra awards should always be ordered to allow for ties or errors.



## PART 4

### **THE COMMITTEES**

No one person can successfully execute all the tasks involved in planning and running an Open Water competition. A good Event Director delegates responsibilities to committees. Committee chairs should be chosen at least 90 days prior to the actual competition date. Plans and assignments for every aspect of operation should be made well in advance, even though some of the functions will not be performed until the meet.

Good communication between the Event Director; the committee chairs, including the Safety director, is vital. Individual meetings should follow an initial meeting of all chairs with each chair. Another meeting should be held just before the meet to work out any last minute problems. The Event Director should establish specific reporting dates and deadlines for each of the following committees and key positions.

After the competition, meet staff may have observations and suggestions for future meet improvements. The Event Director should meet with the committee chairs and discuss these ideas and the overall competition in general.

Committee needs vary greatly depending on the event, but may include;

1. Entries/Registration
2. Program
3. Concessions
4. Awards
5. Hospitality
6. Venue / Safety
7. Publicity

### **ENTRIES/REGISTRATION COMMITTEE**

The individuals comprising the entries/registration committee should be calm, pay attention to detail and have the time to do this job thoroughly. These individuals will receive all entries, including entry fees, and be responsible for checking each entry form carefully. Each entry form should be marked for receipt, collated and checked for the information enumerated below.

(See Appendices for a sample master entry form.)

1. Each entry form must be checked to ensure that it contains complete and accurate information, including each swimmer's name, SNC registration number and age. Each competitor and coach must be a current member of SNC. The PS office may be able to provide current lists of registered members.
2. If applicable, entry times must be checked against the time standards for the corresponding events. If the entries are being input into a computer, the computer program often has a provision for performing this function. In addition, for events where entry times must be proven by the SNC database (such as at 10km National Championships), the program must have a means of designating non proven times on the "psych" sheet.
3. The money received must agree with the number of entries.
4. After each entry has been checked, the Master entry forms should be filed alphabetically by team name.
5. It is often necessary to prepare an entry summary by team, sex and/or age. Summaries by sex and age group, showing each swimmer's events for that day can be used as check in sheets.
6. If entry problems cannot be resolved easily, team representatives should be contacted.

On race day, this committee will check-in all participants, being sure all paperwork is completed before assigning a race number to each individual. The race number should be written as large as possible with permanent marker on each racer's upper back and hand. The number should be applied prior to any grease or sunscreen.



## **PROGRAM COMMITTEE**

The master entry sheet, which should contain all entrants, is given to the program committee two to five days prior to the meet for duplication or printing. The program is the schedule for the competition. The cover page should include basic meet information from the event information flyer (e.g., the date(s), PS sanction number, sponsor(s), procedure for late entries, etc.).

Suggested information to include in the program:

1. The complete schedule of pre/post competition activities.
2. The names of people in key positions (e.g., the Event director, referees, safety officer, venue staff, VIP's, etc.).
3. An acknowledgement of the committee chairs and members who have been instrumental in event preparation (e.g. entries, program, etc.)
4. Special notes (e.g., notes on parking regulations, the press area, etc.)
5. Sponsors' advertisements or acknowledgements.
6. A venue map, noting the course location and turning points, awards area, first aid, etc.
7. The number of the swimmer SHOULD BE "on both hands" so we can read the number when the swimmer is touching the pad.
8. A list of participating teams with the appropriate abbreviations and the number of swimmers entered.
9. Any pertinent event records.

## **CONCESSIONS COMMITTEE**

The snack bar committee should begin planning early. The chair (or co-chairs) should be selected six to eight weeks before the meet. Couples serving as co-chairs work very well. This committee is responsible for menu planning, shopping, food preparation and staffing the snack bar during the meet. The Event Director or a member of the committee should check local ordinances regarding the preparation and sale of food. Soliciting food donations and shopping for advertised specials can save a great deal of money.

The concessions may be organized by the snack bar committee or may be offered to a professional swim shop for a percentage of sales. The host club and locale of an event will often dictate stocking of a concession stand.

Depending on the nature of the event, the concessions committee may also produce and sell event-related merchandise including souvenir shirts, caps, towels, etc.

## **AWARDS COMMITTEE**

The Event Director or awards committee chair should have already ordered the awards before the committee itself is formed. This committee is responsible for organizing and presenting the awards, and planning appropriate ceremonies. Preparing awards for distribution takes time; pre planning and organization are essential. Awards not collected by swimmers should either be forwarded to the swimmer's club coach or representative at the meet or by mail.

## **HOSPITALITY COMMITTEE**

This committee is responsible for serving refreshments (soft drinks and snacks) to event workers, officials and coaches. Workers will probably perform more efficiently and cooperatively if they are provided with a meal and refreshments throughout the day. This committee may also be responsible for making sure that water is readily available in self-service type containers to all participants and volunteers. This can be particularly important if the event is held during hot weather. The hospitality committee works closely with the snack bar committee and should be staffed by courteous and outgoing personnel.

## **VENUE COMMITTEE**

This committee will work closely with the venue staff (lifeguards, parks director, timing equipment operators, watercraft, etc.). In general, these individuals are responsible for transporting equipment to and from the competition site, preparing the site (setting the course, administrative areas, etc), and cleaning up after the event. The facilities committee is also responsible for establishing a lost and found area and a first aid area with supplies, and for overseeing safety procedures.



### Venue and Equipment Sample Check List:

- Permits (waterways, parking, public facilities, etc.)
- Environmental considerations (Air and Water Temperature, waves and currents, marine life, etc.)
- Watercraft and Volunteers
- Timing System and Computers
- Buoys, Lines, and Anchors
- Communications and Sound System
- Tables and chairs for Clerk of Course, Scoring, and Awards
- Emergency Agency Notification: Coast Guard, Fire, Ambulance, etc.
- Tents, tarps or umbrellas and supports for sun and/or rain cover
- Safety and information signs
- Complete toolbox (including tools, tape, wire, extension cords, etc.)
- Trash containers and bags
- Extra towels
- Stop watches with extra batteries
- Clip board and pencils for timers

### PUBLICITY COMMITTEE

The publicity committee should maintain close contact with local newspapers, radio stations and television stations, generating as much pre meet publicity as possible. This committee is also responsible for distributing, delivering or sending all results to the local newspapers, radio and television stations, and swimming publications. This should be done as soon as possible after the event's conclusion.

#### 1. Pre-Event Publicity:

The key to getting pre-event publicity is in preparing and sending out a good Press Release (See Appendix). A press release is a typed statement describing the event. It must be typed, double-spaced, and usually not more than one page. It should include the 'who', 'what', 'where', 'when' and 'why' of the event: Date, time, location, possible story ideas, event description and whom to contact for more information. Including a glossy black and white photograph is preferable, but not required.

There are three important key points to remember when preparing a press release;

- Accuracy: There will be no mistakes, especially on dates and times of events.
- Newsworthiness: The information must be newsworthy as well as genuinely interesting.
- Timeliness: Send a press release enough in advance of the event so the reporter can plan a schedule around it, and not the other way around.

Some helpful tips for writing a release include;

- Send the release to a specific person, not a sports desk.
- Try to keep the press release to one page.
- Include "who, what, where, when and why" at the top of a release.
- Stick to simple words.
- Be Cautious of "swim-speak."
- Spell out any abbreviations on first mention like LOC (Local Organizing Committee) or SNC.
- Verify all the information and spellings before sending out the release.
- Be sure to include a contact name with appropriate phone numbers.

- a) PS Newsletter - Contact the PS office to determine deadline dates and possible inclusion of the



- entry in the next issue of the newsletter
- b) Newspaper - Send a Press Release to the Sports Editors of all the local newspapers. Follow up with a telephone call in a couple of days. Make friends with the local sports editor.
- c) Television - In many metropolitan areas there is a Sunday-type regional 'Magazine' TV show. Send a Press Release to the producer and follow up with a telephone call. Suggest the correspondent come down and film a segment of your race.
- d) PS / SNC Open Water Calendar - Send a press release to appropriate swimming body by March 15 of each year to be included in any publications, or call the National Office to find out who is the current publisher.
- e) Magazines - Most specialty magazines (Triathlon, "Fitness", etc.) have a Calendar of Events. Keep in mind that most magazines have a long lead time (they work far in advance) so it is important to send a Press Release at least four to five months before the event.

## 2. Post-Event Publicity:

The key to getting pre-event publicity is in preparing and sending out a good Press Release (See Appendix). A press release is a typed statement describing the event. It must be typed, double-spaced, and usually not more than one page. It should include the 'who', 'what', 'where', 'when' and 'why' of the event: Date, time location, possible story ideas, event description and whom to contact for more information. Including a glossy black and white photograph is preferable, but not required.

There are three important key points to remember when preparing a press release;

- a) Newspaper - The best post-event publicity to shoot for is coverage by local newspapers with lots of action photos. Work with the sports editor as much as possible. Make his or her job easier by suggesting personalities for interviews, providing access to special vantage points to photographers, and providing results of the event immediately after it's over. Make a file and clip out all the stories and photos that were published. These can be used next year by sending copies with the Press Releases. That way each sports editor will remember how the race was covered the year before.
- b) Radio - Call all the local radio stations and talk to the Public Affairs or Promotions person. Request that they air a short Public Service Announcement about the event. Every radio station is required by the CRTC to include a certain number of Public Service Announcements (PSA's) in their programming each week. Send them the Press Release, and then follow up with a telephone call in a couple of days to make sure they have the information straight and plan to air it.
- c) Television - Call the Weekend Assignment Editor (assuming the event is on a weekend) in advance and suggest that he send a News Camera Crew to cover the event for that evening's local news show. It is surprising how many people will remember seeing the race on the local news, even if it's on for only a few seconds.



## PART 5

### MEET ADMINISTRATION

#### **TECHNICAL MEETING**

An informational/technical meeting must be held within 24 hours prior to the start of an Open Water race. Each participant is responsible for the information distributed at this meeting and so must be present or represented. Topics covered at the meeting may include the following; (please look at page 28 for details)



Event Directors, in conjunction with the Referee, should strive to make this meeting as professional as possible, since this meeting will typically set the mood for the event, and information presented may lead to protests or confusion. This meeting should be held indoors or in another climate-controlled location with access to audio-visual equipment to enhance the presentation.

- An athlete who is competing in the race must either attend the Technical Meeting or have his/her representative attend the Technical Meeting.
- If the athlete or his/her representative is unable to attend the Technical Meeting, he/she will be required to receive a special briefing in order to ensure that he/she has been informed of all important safety factors for the race.
- All races must also include a pre-race safety briefing to be conducted immediately prior to the race.
- All athletes are required to attend this briefing.



#### **CHECK IN**

For all Open Water events, swimmers are required to check-in prior to their event(s). This specified time should be stated in the Event Information, and is typically 45-60 minutes prior to the start of the race. This is when the swimmers are given their race numbers. The Administrative Referee should oversee this process.



### **PRE-RACE BRIEFING**

Prior to proceeding to the start area, swimmers should respond personally to a roll call by the referee or his/her designee to confirm their presence.

The Pre-Race briefing occurs just prior to the scheduled race time, and typically at water's edge. At this time, the Referee will review the following;

1. Last-minute weather and water conditions
2. Course information
3. Start/Finish procedures
4. Participant drop-out obligations
5. Procedures for requesting aid
6. Rules, DQ procedures (yellow and red flags) feeding station



### **THE START**

For an in-water start, swimmers will enter the water after responding to the roll call and line up according to the Starter's direction. Swimmers should not be able to push off the bottom at the start. The Starter must insure all swimmers and necessary timing personnel are prepared prior to beginning the race. The race is typically started with a horn or loud beep.

Events utilizing a beach/running start must have an area large enough to safely accommodate the participants' scramble into the water. Participants should be made aware of depths and underwater obstacles they may encounter while entering the water.

OWS 4.1.1: When starting from a fixed platform, competitors shall be assigned a position on the platform, as determined by random draw.



### DURING THE RACE

Close communication with Referees, Event directors, Safety officer and Lifeguards or Rescue agencies. Officials must be in place and able to follow swimmers throughout the course to observe for safety and rules violations. Turn Judges will insure all swimmers complete turns in an acceptable manner. Specific individuals, whether stationary or in boats, should relay race information back to the announcer on shore.



### THE FINISH

For in-water finishes, a solid surface should be suspended approximately 50cm above the water surface for swimmers to touch to complete their swim. This finish surface must be anchored so it doesn't change locations, but must be rigged so it maintains a consistent height in the waves and wind, according to the rules.

Many competitions utilize electronic timing equipment to record finish times. Finish times can be recorded by electronic touch pads on the finish surface, or remotely by timing judges manually stopping the system at each touch. As swimmers finish, the timing system records each swimmer's number along with their finish time. Using this type of system requires recruiting thoroughly trained and experienced operators, and it is recommended that at least two experienced operators be recruited. They should be capable, not only of operating the equipment, but also of hooking it up properly and troubleshooting any problems. A digital scoreboard should be connected to the timing system to display the running time for the spectators. Also, video cameras should be set-up to record the finish of each participant in case there is a dispute of placing or time.

Many races which start and finish out of the water utilize microchip transponders worn around the participant's ankles which when passed across a finish strip on the ground, triggers the timing system. Regardless of the type of finish, multiple recorders should be stationed near the finish to establish proper placing.



## **FINAL RESULTS**

Published results are an accurate and complete record of the official times achieved by all swimmers at the competition. It is essential that the final results be published as soon as possible after the completion of the event. Most PS's mandate a period of time in which the results must be published. Copies of the results should be made available to the PS, all teams participating in the meet and any others who have requested them.

Many PS's require that a financial report and a hard copy of the official results be filed after an event. Each Open Water Event Director should consult sanction requirements or contact their PS office for specific requirements.

## **OTHER ADMINISTRATIVE ISSUES**

### **The Announcer (COWS 3.55.1- COWS 3.55.2- COWS 3.55.4)**

Event announcers must be selected with great care. An announcer should have a clear, pleasant voice and be able to function under pressure in the midst of a noisy crowd and a demanding referee. A knowledgeable swim parent with a pleasing "radio" voice and a willingness to help can be an invaluable asset as an announcer, but must be forewarned to remain impartial. Since much of an Open Water competition may occur outside of practical spectator viewing, it is important to have individuals in boats with radios to relay race information to the announcer.

The function of an announcer is to state the facts (i.e. leaders, locations, conditions, etc.), not to commentate. Unnecessary comments or announcements merely add to the confusion at such competitions.

### **Smoking and Drinking Ban**

Where applicable, smoking or the use of any other tobacco products, drugs and alcoholic beverage is prohibited in the venue of all SNC sanctioned events.



## PART 6

### **SPECIAL CONSIDERATIONS**

#### **HEATS**

In events where large participation is expected, it is suggested that swimmers be sent off in heats. The size of the heats is commensurate with;

1. Emergency provisions
2. Course Definition (start line size, length of course, and finish area)
3. Number of participants

Timing between heats should be uniform to allow participants to determine their approximate start time. The time between heats should be commensurate with the above stated conditions. It is suggested that the heat definition be tied to some discernible item such as different color swim caps.

#### **ESCORTS AND WATERCRAFT**

On individual swims over 10km, each contestant must be supplied an escort craft capable of maintaining pace with the contestant. On swims between 3km and 10km, it is the Event Director's decisions whether or not to provide escort craft based upon the conditions and the swimmers' ability. All boats used in conjunction with the event must meet Safety Compliance Notice issued by Transport Canada for equipment and loading capacity.

Escorts and Watercraft should be equipped with propeller's protection. If not equipped, the boats should not approach the swimmer for less than five meters; in that case, motor should be stopped and paddling material should be used to safely approach the swimmer.

Provisions for non-event boat traffic control must also be provided. It is strongly suggested that control be arranged through a law enforcement agency. Escort boats must display a fluorescent orange banner and/or "skier down" flag at all times.

Other items to consider regarding escorts include;

1. Escort's attendance is mandatory at the pre-race meetings. As the escort will need to be in the water ready to go prior to the start of the race. A separate meeting should be held by the Chief Referee prior to the final swimmers' meeting. Allow sufficient time for questions and answers and cover all points discussed in previous meetings.
2. All rules applying to swimmers also apply to escort personnel. They must also train to be capable of completing the distance and maintaining the speed necessary to keep up with their swimmers.
3. The escort should be assigned the same number as the swimmer and should be marked in the same manner as the swimmer. Numbered ski bibs (as worn by downhill skiers) can prove useful in identifying the swimmer. If the number of race entrants is small, marking the boats with the swimmers' last name is preferable for media and spectators.
4. The escorts must know the course and any special rules. It should be preferably a person who knows the swimmer very well!
5. During short swims less than 3km in length individual escorts should be discouraged. Too many escorts aggressively working to support their swimmers can be dangerous. Instead, safety personnel should be placed at strategic locations along the course.
6. On longer swims, individual escorts are necessary. In addition to being the eyes and ears for the swimmer and providing a measure of safety, they are also responsible for detecting signs of hypothermia or other conditions of the swimmer and providing the initial first aid measures.
7. In addition to providing all the services mentioned above, escorts are responsible for feeding the swimmer and providing the mental stimulation necessary for the swimmers well-being throughout the race



## **SELECTION**

The selection step completes the primary preventive measures. Through selection, we are identifying the participants who are able or unable to take part in the event.

Prior to the participation:

- A participant must understand and sign the forms of recognition and acceptance of risk.
- When the participant is 17 years of age or less, the parent or legal guardian must understand and sign the forms of recognition and acceptance of risk.
- The participant must be well prepared and medically fit to participate in an Open Water competition.
- A participant that is 18 years of age or older must understand the ability to participate in an Open Water competition form, read and sign the form in order to participate in a competition.

The organizers of the event may have higher standards to be met depending on the nature of the event. For the same reasons, the PS may have supplementary criteria or standards with regards to issuing a sanction.

## **CATEGORIES: AGE/DISTANCE LIMITATIONS FOR OPEN WATER EVENTS**

A participant in an Open Water swimming competition, approved by a Provincial section, must conform to the following rules:

- Be affiliated with a swimming club that is a member of the PS or be a club member of a provincial or national federation or known by, or affiliated, for the day of the competition, to the organization of the event that is already a member of the PS.
- Swimmers MUST be 11 years old and over to participate in any sanctioned Open water events in Canada.
- Swimmers aged 11 years old are limited to Open Water events of NOT more than 1,000m.
- Swimmers aged 12 or 13 years old are limited to Open Water events of NOT more than 2,500m.
- Swimmers aged 14 years and older may participate in Open Water events that can range from 5,000m or more.
- The same age restrictions apply to Para Swimmers and will also be in keeping with the FINA suggested distance for their classification.
- If aged 17 years old and under, provide a consent form for open water swimming. The form must be read and countersigned by the parent or legal guardian or in their absence by their coach before participation in the competition.
- If aged 18 years of age or older, the form must be complete for ability to participate in an Open Water swimming competition and must be signed before participation in the competition.

An identification card and health status form completed by all swimmers should be available to the medical team. This form should have been verified by the personnel authorized by the organizers so as to authorize a swimmer to take part in the race.

## **Requirements**

In some Open Water swimming competitions, entry requirements could be increased to ensure the security of the swimmers. Example: curriculum and experience of the swimmers, (strongly recommended to swim the distance gradually, 2-5-10km) entry standards, previous experience, medical certificate, number of swims per swimmer / per day

## **TIPS FOR ORGANIZERS**

Eliminate and control risk factors  
(Check items planned for the event)



Take note of the safety regulations of Open Water swimming

Take preventative measurement concerning the items enumerated below:

### **Primary Prevention**

#### **Supervision**

- Recruitment
- Safety personnel
- Agreement with the owner of the installations
- Insurance
- Safety procedures
- Criteria for cancellation of the event
- Sanction
- Municipal authorization
- Police authorization
- Circulation control
- Competition timeline
- Verification of other relevant regulations
- Aptitude form for 18 years old and over
- Consent form for 17 years old and under

#### **Information**

- To the participants (rules of the competition and recommendations)
- All the personnel (their tasks)
- To coaches
- To officials (rules of the competition)
- To the hospital center
- To the police
- To the adjacent residents on the course
- To the population
- To the Fire-fighters

#### **Installations and Equipment**

- Venue
- Installation and equipment verification
- Signage
- Sanitary Installations
- Area for participants (reception, resting room)
- Area for officials
- Area for spectators
- Compulsory equipment for participants
- Lighting
- Ventilation
- Parking area
- Warm up area
- Access around the venue
- Feeding station
- Watercraft
- Equipment in general
- Boat identification

#### **Selection**

- Entry requirements
- Categories
- Standards



## **Secondary Prevention**

### **Detection**

- Supervision
- Supervision life-guards
- Escort watercraft
- Communication
- Measures used (radio, visual, sound signals etc.)
- Communication network (who is calling whom?)
- Location of the telephone

### **First-Aid**

- Personnel First-aid qualification
- Personnel organization
- First-aid kit
- Treatment area
- First-aid material
- Medical personnel
- Emergency vehicle
- TRANSPORT
- Safety vehicle
- Access to a hospital center
- Ambulance service

## **Tertiary Prevention**

EVALUATION	
Accident Report	
Event Debriefing	
CORRECTION	
Corrections	
Recommendations	



## APPENDIX A

### SAMPLE EVENT TIMELINE

I. <b><u>9-12 MONTHS OUT</u></b>	7. Finalize social event(s)	IX. <b><u>START OF THE EVENT</u></b>
1. Organize the Event Committee 2. Make outline and timetable 3. Make out a tentative budget 4. First of monthly meetings 5. Complete logo design 6. Begin keeping records of all activities for reference and to help future meet directors 7. Rough draft on entries/meet information completed 8. First publicity release to all media, especially swim magazines and meets held during 12 months prior to the meet. 9. Ad solicitations begin 10. Lodging commitments	V. <b><u>3 MONTHS OUT</u></b>	1. Monthly meetings continue 2. Update committees 3. Review food concession/hospitality for officials
II. <b><u>6-8 MONTHS OUT</u></b>	VI. <b><u>2 MONTHS OUT</u></b>	1. Weekly meetings should begin 2. Get copies of current Swimming Canada Rulebooks 3. All officials and volunteers assigned duties 4. Process entries received 5. Continue media blitz
III. <b><u>5 MONTHS OUT</u></b>	VII. <b><u>1 MONTH OUT</u></b>	1. Weekly meetings continue and individual meetings with committee Chairs 2. Entries close (2 weeks prior); entries processed 3. Packets prepared 4. Timing system 5. Collect all equipment 6. Setup snack bar, equipment, supplies, workers, etc. 7. Awards inventoried 8. Computer service and administrative supplies
IV. <b><u>4 MONTHS OUT</u></b>	VIII. <b><u>DAY OF THE EVENT</u></b>	1. Be there early 2. Check area and setup, lifeguards, rescue equipment and volunteers 3. Setup P.A. system and perform sound check 4. Setup registration area, start/finish lines, course 5. Have a meeting of the meet manager, officials, support personnel 6. Setup the hospitality / snack bar
		You may want to set up a timetable to be more visually motivating. This is just a "skeleton" timetable. You may need to add action items specific to your meet. Keep in mind that all the committees are dependent upon one another. If one group fails to complete a task it usually affects one or more groups. Communication from Meet Directors to committee heads is essential to keep everyone focused and 'on task'.



## APPENDIX B

### **TECHNICAL MEETING/REFEREE'S BRIEFING TO SWIMMERS**

- 1- Welcome
- 2- Presentation of officials
- 3- Present course plan
  - Indicate important schedule times
  - Marking (nails cut, watches and jewellery removed) (OWS 3.48)
  - Swimsuit check
  - Gathering of swimmers
  - Start, microchip transponder rule (OWS 7.2.2)
  - Indicate where swimmers will gather
  - Indicate on the General Site plan
  - Indicate the number of starts (Men/ Women)
  - Specific information: order- schedule distance
  - Location
  - Rope or not, Dive start or not
  - Audible signal
  - Flag colour
  - Lapse time between men's and women's starts.
  - Indicate the buoys (colour) and the direction go to around them
  - Indicate the number of turns/laps
  - Describe the arrival
  - Funnel
  - Touch pad (compulsory touch)
- 4- Remind swimmers of time limits of the event's rules.
- 5- Inform swimmers of disqualification procedures:
  - Yellow and red flags
  - Feeding stations + rule application (OWS 6.13-OWS 6.14- OWS 6.15- OWS 6.16)
- 6- Describe safety measures in place:
  - On the water
  - On land
- 7- Provide weather update and forecast.
  - Indicate evacuation procedures.
- 8- Indicate water temperature
- 9- Indicate the presence or absence of a lead boat.
- 10- Regulations in case of swimmer distress (a raised hand)
- 11- Inform swimmer of possible doping control.
- 12- Indicate time of awards ceremony
- 13- Remind them of rules of fair-play and wish them good luck.



## APPENDIX C

### **FIRST AID KIT**

- Pocket face mask to allow rescue breathing without contamination
- One rescue flotation device for each first responder
- Mask, snorkel, and swim fins readily accessible
- Binoculars
- Radio and workable mobile phone
- First aid kit to include supplies for lacerations
- Cardiac defibrillator
- Asthma inhaler/bronchodilator
- Diphenhydramine (for example, Benadryl)
- Benzodiazepine medications for treatment of seizure
- Epinephrine pen
- Intravenous fluids (including ability to rapidly cool with chilled IV fluid in hot weather)
- IV needles/equipment, including large bore (18-20 gauge) needles
- Oxygen with masks
- Glucose tablets

Note: It is recommended to include in the kit suitable accessories to warm the swimmers such as blankets and hot beverages. The materials and quantities must be adjusted according to the number of swimmers participating, the length of the race and weather conditions.



## APPENDIX D

### **CONSENT FORM FOR MINORS (17 YEARS OLD AND UNDER) TO PARTICIPATE IN AN OPEN WATER COMPETITION**

**(CONSENT FORM)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ authorizes \_\_\_\_\_ Age

(Name of parent or coach) (Name of person 17 years and under)

Date of birth \_\_\_\_\_ to participate in an Open Water swimming competition.

(Day/month/year)

To be held on: \_\_\_\_\_

Hosted by: \_\_\_\_\_

This competition is sanctioned by Swimming/Natation Canada and the Provincial section of Swimming/ Natation Canada

Signature of parent or guardian \_\_\_\_\_

Or, by default, his/her coach \_\_\_\_\_

Name of coach: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Telephone number:

Signed this \_\_\_\_\_ of \_\_\_\_\_



## APPENDIX E

### **FORM AUTHORIZING A PERSON (18 YEARS OLD AND OLDER) TO PARTICIPATE IN AN OPEN WATER COMPETITION**

#### **(APTITUDE FORM)**

Please fill out this questionnaire. This is necessary due to the inherent risks associated with Open Water swimming. Your answers will permit us to better help you in case of emergency Only the Organizing Committee will have access to the information provided below and will be destroyed after the competition.

**Name of the competition:**

**Date of the competition:**

**Your name:**

**Swimming club:**

**Date of birth:**

**Name of coach:**

**Emergency contact:**

**Telephone number:**

**Other medical / health information that you feel is important for those that may need to administer First Aid (please do not write anything if you have no health problems)**

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I consider myself to be of sound mind and health to register for this Open Water competition. I absolve the organizing committee and the PS of all responsibility to any personal harm which may occur as a result of this competition and accept the risks inherent with this type of competition.

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_