



Scottish
Swimming

Open Water Swimming Competition

Guidance for the Organiser

Version 1.1

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Contents

1.	General.....	2
2.	Organising the Event.....	2
	Venue and Course	2
	Administration and Entries	4
3.	Organisation on the Day	9

EXAMPLE PLANNING CHECKLIST FOR OPEN WATER COMPETITIONS

TEMPORARY COMPETITORS

1. General

The Open Water Event Guidance was formerly a very long single document. However, it is recognised that guidance relates to training and competitions and also that events are organised by a team of Volunteers undertaking different tasks. The guidance has therefore been broken into a series of inter-related documents for ease of reference.

All open water swimming events and competitions held under the auspices of the Scottish Amateur Swimming Association Ltd. (SASA) must comply with the SASA Open Water Swimming Regulations. In addition:

1. Competitions involving only **one single Club** must be **Registered** using the links on the Open Water section of the Scottish Swimming website. Note that OW training events must also be Registered.
2. Competitions involving **more than one Club** must be **Licensed** using the form available on the Open Water section of the Scottish Swimming website.
3. All competitions must follow the Scottish Swimming advice for undertaking Open Water events (**Club Event Guidance** - applies to training and competitions). This is published in the Open Water section of the Scottish Swimming website.
4. All competitions and training must also follow any **Scottish Swimming guidance** on safe working in any special conditions such as the recent pandemic. Note that such advice can change rapidly depending on circumstances at the time of the event.
5. A **Risk Assessment** must be undertaken and recorded by a **Trained and Competent Person** (defined in the regulations), a Safe Method of Working must be developed and recorded and the safety cover at all Open Water events must be supervised by such a Trained and Competent Person. Advice on this is published in the Open Water section of the Scottish Swimming website.

From the above, it can be seen that there is a system of inter-related documentation available which applies to different aspects of the Open Water discipline. The present document gives advice on the organisation of **Competitions**. However, the documents listed above must also be read and followed and contain detailed advice on various aspects for various members of the Volunteer team which are only summarised in the present document.

Readers of this document are invited to forward any relevant material or comment on the contents, with a view to them being included in future issues of the documents. You can e-mail the current Chair of the committee at: chair@scottishswimming-ow.com

This document and its associated documents are for assistance and guidance in running a safe, well organised event and whilst every care has been taken in its preparation, SASA Ltd can accept no responsibility for any loss or negligence arising out of its use.

2. Organising the Event

Venue and Course

An Open Water swim can take place in several different environments, each of which will have its own advantages and disadvantages. An event held in the sea can be very different to one held in a river or canal. In selecting the venue for the event the Organiser must take into consideration many factors, the main ones being location, water quality and available amenities. The venue should be chosen far enough in advance to allow the rest of the planning to take place in good time. The various aspects outlined in the Event Guidance documents must be considered. It is recommended that the required Trained and Competent Person be appointed as soon as possible and should be intimately involved in planning from the earliest stage.

The venue itself, the facility and its amenities, the water conditions and the likely conditions on the day, access for emergency vehicles must all be assessed and a safe method of working adopted (both Normal Operational Procedures and Emergency Plan).

Note that for Level One Events (National and District Championships) the course must be a circuit.

Permissions

One of the first items in planning an event should be to obtain permission to stage the swim from the persons or organisation who owns the particular stretch of water and/or access roads. Contact should also be made with any other local water users such as boat/canoe, water-sport & fishing clubs, to advise them of the proposed event so as to minimise any possible disruption or interference to the event timetable.

The Trained and Competent Person

The Trained and Competent Person is defined in the Scottish Swimming Open Water Regulations but in most cases should be:

For licensed competitions at Level One: A qualified Scottish Swimming Safety Officer.

For licensed competitions at Level Two: A qualified Safety Officer or a British Swimming Open Water Referee.

For Registered competitions (single club competitions, so where the abilities of all the swimmers are well-understood by the organising body): A qualified Safety Officer is recommended but an experienced Scottish Swimming Safety Representative is acceptable.

Note that the Safety Officer/Rep has the power unilaterally to cancel or terminate a competition.

Course Planning

The proposed route or circuit should be drafted, using local advice and historical data.

Special consideration should be given as to where any casualties will be evacuated.

The layout of circuit courses should consider the following aspects;

- Total length of circuit(s)
- Visibility for Safety Officer, spotters and spectators
- Requirement for movement of Buoys that will be needed for races of different lengths
- Visibility of buoys from the perspective of swimmers – consider size, colour and distance between them.
- Depth of water where buoys will need to be placed.
- Access to the venue and availability of boats to place the buoys.
- Visibility of finish for timekeepers and finish judges.
- Size and colour of buoys; turn buoys should ideally be a different colour, and larger, than any buoys which are placed to provide guidance only. If the course is laid out such that turn buoys are passed on different sides (some with the buoy on the right and others with it on the left) then they should be of different colours.

Time Limits

For Level 1 Meets the following maximum cut-off times apply. Times for intermediate distances can be obtained by interpolation:

Distance	Maximum Stay in Water	Distance	Maximum Stay in Water
750m	30 mins	3000m	100 mins
1000m	43 mins	4000m	135 mins
1500m	70 mins	5000m	150 mins
2000m	80 mins	10000m	225 mins

Shorter time limits can be imposed at the Organiser's discretion or as a result of Safety considerations on the day.

For Level 2 Meets, these cut-off times are advisory. Should the Organiser decide that they are not to be applied, then this **must be justified** in the Preliminary Risk Assessment submitted with the license application.

Registered Competitions should be of short distance and short duration.

Administration and Entries

After deciding on the venue the following must be organised, as appropriate, during the lead up to the event.

- Date, venue and programme
- Meet Information/Entry Form
- SASA licence application
- Temporary competitor members if these are desired
- Appointment of officials
- Confirmation of acceptance/Information
- Swimmer identification
- Programme production
- Purchase and administration of prizes

All Events: Age Limits

Scottish Swimming sets an age limit on swimmers of 10 years on the day of competition where the FINA rules for swimwear apply or 12 years at year end in events where the organisers wish to permit non-wetsuit swims.

However, for these younger age groups, maximum distances are set as follows:

Age (at year end)	FINA Byelaws regarding open water swimwear apply	Non-wetsuit events
10	500m	Not permitted
11	1km	Not permitted
12	2km	1km

If you wish these younger swimmers to compete at the event, then appropriately selected distances should be chosen for the swims.

All Events: Date and Programme

The date for the swim should be selected such that it gives swimmers the best opportunity to attend and takes into consideration the local conditions. Efforts should be made to avoid conflicts with other events which are intended to attract swimmers of a similar calibre. Dates for national and district championships will normally be agreed by the OWSC. Organisers of other events are recommended to liaise with the committee in selecting the date for their events.

Licence applications for events on the same dates as the Scottish National OW Championships or the District OW Championships for the District which contains the venue will not be approved.

The date must be fixed far enough in advance to allow the detailed planning and organising to be undertaken.

The programme of event also needs to be decided. This allows the entry form to be designed and issued. In selecting the programme and distances of races to be staged, the Organiser needs to take into consideration:

- The time available for the event
- Categories within events based on age categories, nationality, district, club, etc.
- The standard of the slowest swimmers the event is intended to attract.

The organiser should not be too ambitious in setting the programme and should allow time for setting up the course with some contingency for circumstances that arise on the day.

There should be a registration period for competitors. This should allow sufficient time to mark up all swimmers and should finish sufficiently before the swimmers' briefing to allow those STOs involved in marking up the swimmers to attend the Safety Briefing and/or Technical Officials' Briefing, both of which must be completed prior to the Swimmers' Briefing.

Licensed Competitions: Meet Information/Entry Form

The meet information should provide key pieces of information for the competitors, including the date, venue and available events. This information can be provided in two parts;

- in the information available prior to entries being submitted, and
- in information sent to competitors between receiving their entries one week before the event.

Irrespective of the amount of information provided before entries are received it is good practice to have some communication with competitors leading up to the race to confirm/receipt and acceptance of their entries and to confirm or update the information previously given.

Meet information may be made available on printed forms and/or on-line.

The meet information should contain the following;

- Date
- Venue
- The rules/regulations under which the event will be held (FINA, SASA, BLDSA, etc)
- Information on the facilities available at the proposed venue
- Whether wetsuits will be required in accordance with FINA rules or whether this is a non-wetsuit event
- Race type(s), distance(s) and categories
- Race cut-off times.
- Entry fee details
- Entry closing date.
- Name and address of the person to whom the entry should be sent.
- Details of refunds, if any, if withdrawing prior to the date of the event.
- Relevant safety information or special conditions anticipated, e.g. currents or tidal flows.
- Requirements or options for competitors to provide boats, canoes and personnel to man these if required (Note that Organisers cannot require this for Level One competitions).
- Any additional conditions/requirements
- Reference to Scottish Swimming's Data Protection Policy.

Optional Information at this stage:

- Maps and directions to the venue.
- Indication of where and how the swimmer should register for the event.
- Details on parking and public transport, as appropriate.
- Briefing and starting times
- A general description of the amenities available for swimmers
- A general description of the amenities available for spectators
- Advice on whether it is intended that the event be wetsuit or swimsuit between 18C and 20C, if appropriate.
- Warnings to the effect that while steps will be taken to ensure that the water quality for the event is acceptable there remains a small risk from leptospirosis (Weil's disease) or other water borne diseases and that if participants feel ill after competing they should make an appointment with their general practitioner.

Entry Forms

Entries may be made by submission of a printed form or by an on-line process. The requested information should include fields for the following as a minimum:

- Name
- Gender
- Club
- Registration Number with National Governing Body or indication that they are a Temporary Member.
- Address
- Post Code
- E-mail Address
- Contact Telephone Number(s)
- Age at Year end and/or Date of Birth
- Events being entered
- Any illnesses, significant relevant health information, etc
- Details of an Emergency Contact
- Details of previous experience (optional unless this is required under the Risk Assessment).

Declaration

The form or process should include statements to the effect that by entering the event the swimmer is making the following declarations where they are applicable;

- That they will abide by the relevant rules/regulations.
- That they are a registered member of their national swimming association or are applying for temporary membership
- That the information they have given on the entry form is correct.
- That they are not knowingly suffering from any disability or illness, which would render their participation in the event inadvisable.
- That they are participating in this event at their own risk and that they waive and release any and all claims for damages which they may have against the promoter for any injuries or illness and any loss of property resulting from their participation. *Notwithstanding this declaration the promoter still has an obligation to meet safety requirements laid out in this and its associated documents.*
- That they understand that in the event of their retiring during the race that safety crews will use all means necessary to assist them into the safety craft.
- That they understand that entry fees are not refundable.
- That they will wear the cap provided to them.

For more challenging swims or for relatively inexperienced competitors it may be pertinent for entrants to declare that given the nature of the event that they believe they are capable of completing the race and have this declaration endorsed by a recognised coach, teacher or official. It may also be appropriate for entrants under the age of 18 for the declaration to be signed by a parent or guardian.

SASA Licence or Registration

For Registered Events (involving a single club), registration must be in advance of the event, using a simple form on the Scottish Swimming website. The Organiser must provide their details, the venue location, date or dates, information on the Safety Rep and a declaration that the required written Risk Assessment and Safe Method of Working has been completed/approved by the Safety Officer/Rep.

Any Open Water swimming event involving more than one club taking place in Scotland under the auspices of the SASA must obtain a licence for the event. License forms are available to download from the Scottish Swimming website. Application for a licence should be made at least 8 weeks prior to the event taking place. Applications for a license must be accompanied by a Preliminary Risk Assessment for the event. Note that the risk assessment may and indeed should, be reviewed and if necessary updated prior to the meet.

If a licence is granted then the licence number allocated will be notified to the Organiser. If not, the Organiser will be notified and a reason given.

Licensed Competitions: Temporary Members

Temporary Members are not allowed in Registered Events (Competitions or Training). They may be allowed in Licensed Competitions with the permission of the Chief Executive, Scottish Swimming, application being made via the Chair, OWSC.

Information on how to request Temporary Members is given in an Appendix to this document. Application must be made in good time.

Appointment of Officials

The Organiser must appoint, in good time, key officials for the event. These are the Referee, the Safety Officer/Rep and if relevant the Course Officer who will set out the course. Note that the Organiser, at their discretion, may choose to adopt one of these posts themselves providing they are suitably qualified.

For a Level One competition, the Referee must be a British Swimming OW Referee. For Level Two competitions with small numbers of competitors, the Referee can be an experienced OW Judge 2. For Registered Competitions, no regulations apply in terms of Officials, provided the event is run safely and fairly.

Additional Officials such as Judges and Timekeepers will subsequently be appointed, as required for the event. These appointments are made by the Referee or by the Organiser with the approval of the Referee. It is the responsibility of the Organiser to ensure that sufficient Officials are appointed.

For events held under SASA licence the requirements for the number of Officials and their duties are detailed in the Scottish Swimming Open Water Swimming Regulations. There must be a minimum of four qualified officials for a licensed event.

If a Medical Officer is not appointed, then their duties should fall on either the leader of the First Aiders or on the Safety Officer/Rep acting in consultation with the First Aiders.

The Safety Officer/Rep must not have any other duties during the event.

On the day of the event, the Referee and Safety Officer are responsible for all aspects of the competition which take place on the water. Each of the three positions: Referee, Safety Officer/Rep and Medical Officer independently have the right of veto over the competition and can cancel or terminate the event if in their opinion it is unsafe.

Confirmation of Acceptance/Information Guide

At least one week prior to the event the promoter should send, by post or e-mail, a confirmation of acceptance to all competitors or notification that their entry has not been accepted.

Unless the information has previously been provided, the following information should be included

Venue:-

- Directions and maps, where appropriate.
- Details on parking and public transport, as appropriate.
- Relevant safety information or special conditions anticipated, e.g. currents or tides.
- Information on “no go” areas for other than swimmers, Safety and Technical Officials

Briefing:-

- Briefing and starting times of each event
- Indication where the swimmer should register for the event.
- Reminder of race cut-off times, if any.

Facilities:-

- A general description of the amenities available for swimmers and spectators. Include details of changing rooms, toilet and shower facilities, refreshments, etc.

Medical:-

- Instruction for how swimmers with medical conditions should report this to race officials if not already done.

Contact Details:-

- Telephone numbers and E-mail addresses to contact for more information in the period leading up to the event and on the day itself.

And In addition:-

- Any alterations or changes to the previously advertised information.
- Preferably, a list of competitors for each race with their race number and club. If not, then this must be provided on the day.

Swimmer Identification

In order to distinguish between them, swimmers will normally be allocated a swimming cap which is unique by number. In addition, there may be a requirement to mark the number on the shoulders and/or hands of swimmers. Caps and marker pens need to be procured in good time for the event. Note that marking up is not mandatory under SASA rules for races with fewer than twenty competitors.

Caps should be of colours which make them clearly visible against the background of the water surface. Another consideration is to avoid colours which are similar to turning buoys (from a swimmer's point of view it is possible to confuse a turning buoy with the cap of a swimmer who is closer). Colours of caps may be used to distinguish between swimmers in different race categories as an aid to swimmers, officials and spectators.

The following is not compulsory but the “standard” cap colours that have been adopted in Scottish events are;

- Senior Men – Lime Green
- Senior Women – Pink
- Junior Men – Light Blue
- Junior Women – Yellow

Caps should be numbered by the manufacturer or by purchasing blank caps and adding numbers with a thick marker pen offering a good clear contrast to the cap colour. Numbers must be unique for competitors in a given race even if the cap colours are different. (There should, for example, never be a pink cap with the same number as a blue cap). In addition, if the meet has more than one race that a given competitor can enter, it is advisable to assign them the same number of cap - which they wear in all races.

Additional blank caps should be available so that they can be marked up and used as replacements if necessary.

Prizes

Prizes, normally medals, will need to be obtained prior to the event. In addition trophies will need to be obtained from previous winners and certificates (if certificates are to be presented to those completing the course) will need to be produced.

3. Organisation on the Day

When the day of the competition arrives most of the hard work has already been done, however, there are still some items to be organised.

- Setting up the course
- Swimmer registration
- Briefing the race officials
- Briefing the boat crews and canoeists
- Briefing the swimmers
- Running the Races
- Processing and Collating Result

Safety

Safety must operate in accordance with the Scottish Swimming OW Safety Guidance documents and in accordance with the Safe Method of Working (NOP and EAP) established from the Risk Assessment for the event.

Setting up the Course

A change in water conditions on the day of the race such as temperature, tidal flows, and quality or wave conditions differing from those anticipated or a deterioration of the weather will require a change to the Risk Assessment and may lead to the Safety Officer, Medical Officer or Referee cancelling the event. The decision of these officials is final and each has the power of veto. Alternatively the course may be changed and/or shortened.

Setting up the course is normally done at the earliest opportunity on race day but if possible this can be carried out in advance. The organiser must allow sufficient time for setting up to take place prior to the first event since boats will need to be launched, buoys positioned and course distance measured and adjusted.

Setting up of the course is normally performed by the Course Officer with the start and finish areas clearly defined.

Each turn should be marked with a clearly visible buoy and in such a way that the turn can be monitored by one of the turn judges.

Swimmer Registration

Information on registration procedure must be given on the competitor's entry form or information guide.

Normally a table should be set aside for the designated registration official who should:-

- Check off the competitor against the list of entrants.
- Issue the competitor with their race cap.
- Confirm the race programme and time of the competitor's briefings.

- Register any additional information on medical conditions and medication (and give details to the Medical Officer).
- Apply the swimmers' numbers in indelible marker

In small events a table may not be necessary but the race organiser or registration official must still carry out these tasks.

The procedure for marking swimmers with their race numbers should be explained. This should be done before the swimmers have applied Vaseline, grease or sun tan lotion. This may take some time, so is better carried out substantially before the briefing, with a subsequent check to ensure that all are numbered.

Briefing the Race Officials

This will be carried out by the Referee with the help of the Safety Officer/Rep before briefing the swimmers. The briefing will cover:

- Specific duties required by the venue and the event
- Safety aspects including the Emergency Procedures
- First Aid and other safety provisions

The officials should be assigned to specific roles, for example;

- Starter
- Clerk of the Course
- Race Judge(s)
- Turn Judge(s)
- Finish Judge(s)
- Timekeepers.
- Recorders

One person may fulfil more than one role for which they are qualified as long as this is in accordance with SASA Regulations. However, it should be noted that the duties of the Safety Officer/Rep are such that the Regulations require that they must not multi-task in any role during the event. It is recommended that Safety Officers/Rep should not adopt any other role on the day of the event at all.

Briefing the Safety Crews

This will be carried out by the Safety Officer/Rep at least 45 minutes before the start of the first race. The briefing will cover:-

- Information on how the event is to be run.
- The positioning of craft at the start and during the race.
- Safety aspects including the Emergency Procedures.
- First Aid and other safety provisions.
- Instructions on the rules relating to feeding of swimmers, slipstreaming of craft and interference.
- Where swimmers are individually accompanied by a boat or canoe which is navigating on their behalf they need to be clear on their responsibilities.
- Safety crews are encouraged to attend the swimmer's briefing.

Briefing the Swimmers

Referee

The Referee will normally lead the briefing with assistance from the Safety Officer/Rep. It should be conducted in a manner such that all competitors and their representatives can hear the information clearly.

The briefing should be concluded in enough time to:-

- Have a roll call to confirm who is present
- Allow swimmers to complete their pre-race preparations (including meeting and making arrangements with their escort crew/kayaker if relevant.
- Check that swimmers' race numbers have been applied
- Travel to the start location.

If there is going to be insufficient time for swimmers to get changed between the briefing and the start of the swim this should be made clear in the Information Guide prior to the event.

The Start

All competitors should be told how the start will be conducted. The procedure should be demonstrated during the briefing.

The Course

The course should be explained and the referee should be satisfied that all competitors understand the course, the route they must swim, what will be expected at turn points and the finish. On some courses there will be buoys which are for guidance only and which may be passed on either side. If this is the case they should be identified during the briefing.

The Finish

The approach to and layout of the finish as well as the actual finishing point should be explained clearly. The swimmers should also be told the procedure for leaving the water after finishing the race.

Environmental Conditions

The swimmers should be made aware of:-

- The water conditions.
- Temperatures of air and water.
- Tidal and current flows they may encounter.
- Any weather changes forecast for the duration of the race.

Safety and Emergency Procedures

The Safety Officer/Rep should explain the safety arrangements for the race and the procedures to be adopted should any swimmer wish to retire from the race and for race abandonment. The First Aid provisions in place at the location should also be made clear. If a first aid organisation is in attendance a representative should be given the opportunity to introduce themselves and explain how they will operate.

The Safety Officer should explain the procedure for emergency abandonment of the event, should this become necessary.

Allocation of Accompanying Boats/Canoes

If swimmers are to be individually escorted, the organiser should make a list of which boat/kayak will accompany each swimmer. This list should be read out at the briefing and the Referee should check that the swimmers and their allocated crews/kayakers have identified each other.

Races

The activities of the various officials and assistants during the races are normally directed by the Referee (for the officials) and the Safety Officer/Rep (for safety crews, canoeists and First Aid personnel). Radio communication between the various parties is important. The various safety craft should distribute themselves so as to cover the field.

The Referee must ensure that the race does not start until all safety craft are in position.

Safety personnel (aided by Technical Officials) should monitor the progress of swimmers, identify if any are showing signs of hypothermia and alert the fast rescue craft personnel to the possibility of a retirement.

If possible there should be a cordoned area at the start and finish within which only competitors and officials are allowed (no coaches, no parents). Athletes should be counted in this area so that the number entering the water is established. On leaving the water, all swimmers should be checked before they are released back to their parents. In this way, the swimmers become the responsibility of the race team at a defined point and are released back at a defined point. This advice should be given to swimmers/parents with the information pack. Ideally, swimmers should be given large plastic bags to keep outer clothes in so that other people are not milling into this area, which makes head-counting and race control more difficult.

If the finish of the race is at a jetty, Timekeepers and Finish Judges will normally need access and such officials should be equipped with life jackets. Spectators should be dissuaded from walking on the jetties if this is not safe or if they are likely to impede the work of the officials.

Processing of Results

The effort required in processing the results depends on the number of competitors and the number of different categories available. If there are only a few competitors this can be done by hand. Alternatively, with larger fields and multiple categories it is more convenient to make use of a computer system which can sort and format the results. For example, a given competitor in a race may be in an open division and age category division and a district competition.

An integrated entry and results processing system has been used at most of the Level 1 licensed meets in Scotland over the last few years and is available to organisers.

Whatever system is used, organisers should bear in mind the need to process and check results quickly and have these approved by the Referee, in the period between the end of the race and the presentation of prizes.

License Completion and Return

At the conclusion of licensed events, the Organiser, Referee and Safety Officer should complete their reporting section of the licence form, including data on the environmental conditions. The organiser is responsible for returning the completed form to the Chair of the OWSC.

The Organisers, Referees and Safety Officers are expected to be open and honest in completing their sections so as to identify opportunities for improvement.

The following documents must be sent to the Chair of the OWSC within seven days of the event by post or by email:

- Licence completed, including Organiser, Referee and Safety Officer comments
- Final Risk Assessment, even if it has not changed from the preliminary
- Results
- List of Officials and Duties
- Any Disqualification Forms
- Any Incident Forms

Failure to comply may result in the organisers having to meet additional requirements in order to obtain a licence or future licence applications may be declined.

The form in which the information is supplied is largely up to the organiser but it should be laid out clearly. Standard forms are available and the most up-to-date versions are on the Scottish Swimming website.

APPENDIX 1 – EXAMPLE PLANNING CHECKLIST FOR OPEN WATER COMPETITIONS

Initial Planning

1. Select venue and book all facilities required.
2. Plan course layout for all races.
3. Prepare Risk Assessment.
4. Prepare Licence Application and send to OW Chair along with Licence fee.
5. Draft a budget.
6. Arrange and book First Aid cover.
7. Arrange safety boat cover.
8. Arrange and book kayakers.
9. Arrange suitable number of officials.
10. Prepare entry form and send to OW Chair for website.
11. Organise Referee and Safety Officer/Rep
- 12.
- 13.

3 weeks to go

1. Process all entries and send email to swimmers confirming receipt of their entry. Check SASA membership details of all entries.
2. Compile information email to send to swimmers one week prior to event.
3. Collect trophies from last year's winners.
4. Liaise with venue staff re arrangements for the day of event.
5. Order and number swimming caps.
6. Order and collect medals.
7. Prepare and confirm Technical Officials duty list.
8. Check all equipment/paperwork required for Officials.
9. Finalise and plan course layout.
10. Finalise Risk Assessment including water quality testing if necessary.
11. Check all safety equipment required on the day ie. Radios, lifejackets, etc.
12. Organise catering for all officials, helpers and volunteers.
13. Book any accommodation required for Officials/Volunteers.
14. Organise drinks and snacks.
- 15.
- 16.

2 weeks to go

1. Prepare Event Programme and start sheets and send information email to all entrants.
2. Confirm all equipment/supplies have been purchased.
3. Water temperature to be checked regularly leading up to event.
4. Buy snacks/drinks.
5. Buy bottles of water for Officials/Volunteers.
6. Finalise numbering of caps.
- 7.
- 8.

Day before event

1. Prepare course and set up venue.
2. Bring all equipment/supplies/paperwork etc to venue and set up as much as you can.
- 3.
- 4.

Race day

1. Check course layout is satisfactory.
2. Liaise with all safety staff and check everything is suitable for event.
3. Check water temperature.
4. Liaise with Clerk of Course.
5. Officials briefing/ Safety staff briefing.
6. Swimmers registration/ caps/ numbering/nail check etc.
7. Swimmers briefing.
8. Set up camcorder.
9. Prepare snacks and drinks table for swimmers and/or Volunteers.
10. Process results after each race.
11. Presentations.
12. Compile list of trophy winners and get all winners to sign forms.
13. Liaise with venue staff re payments due etc.
14. Liaise with safety staff re payments and expenses due etc.
15. Complete license
16. Send license, Final Risk Assessment, Results, List of Officials and duties, and disqualification forms and any incident forms to Chair of the OWSC.

APPENDIX 2 - TEMPORARY COMPETITORS

Temporary Membership (TM) has been available to the Open Water discipline subject to conditions. This allows swimmers who are not members of SASA or other national associations still to compete in a limited number of events by applying for Temporary Membership.

Inclusion of temporary competitor members in an event requires a number of actions by the organisers. Organisers may wish to put restrictions on whether such swimmers are eligible for prizes in categories. Such restrictions should be made clear in the meet information.

Obtaining Permission to Allow Temporary Competitor Members

Consider whether or not you wish to allow such competitors in the event. If you do, Organisers may wish to consider that some such swimmers may be of lower standard than Scottish Swimming members and so wish to take steps to confirm the abilities of such swimmers or to put additional safety measures in place.

The Organiser must communicate any desire to allow TMs to the Chair of the OWSC who will then make a request to the CEO of Scottish Swimming. In the event that permission is granted this will be communicated to the Organiser via the Chair. The application process and authorisation is handled via the Licence.

This process should take place quite some time before the event since the decision has to be made before the meet information and entry forms can be finalised.

Provision of Temporary Membership Application Forms

Meet information should make it clear whether TMs may enter the event and any restrictions. Entry forms have to be worded accordingly and provide an option such as a tick box to allow the competitor to indicate that they are applying for Temporary Membership. The meet information should include a TM application form (customised – see below) for the competitor to complete and return along with the entry form. The TM applicant can either write a separate cheque payable to “SASA Ltd.” or can pay the Organising body, who must then transfer the funds to Scottish Swimming.

The TM application form should be customised to make it specific to the event by including the name and date of the event and the name and address of the Organiser.

Processing of Forms

When an entry form with an TM application is received the organiser should.

- Check that the information on both the entry form and TM application form is complete. If not the entrant should be contacted and the situation resolved.
- Check that the payment is correct.
- Make a decision on whether the applicant will be accepted for the event.

If all of the above is correct the application forms should be forwarded to the Chair of the OWSC. This should normally be done along with all the other applicants in one batch and take place immediately after the closing date. It must arrive with the Chair of the OWSC at least one week prior to the event. Even if the organisers are prepared to accept entries after the nominated closing date, this must not apply to temporary memberships. Payment must then be made to Scottish Swimming without delay.

The Chair of the OWSC will check that the applicant has not already competed in their maximum two events that calendar year, that there is any other reason why the application for Temporary Membership should not be granted and will allocate Temporary Membership numbers and inform the organiser of these. It is then the responsibility of the Organiser to inform the competitor.

Note: Neither the applicant nor the Organiser should send forms directly to the Scottish Swimming office. They must be processed in the manner described above.