



# Masters Swimming Australia

## Open Water Swimming Event Guide 2023

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**MASTERS SWIMMING AUSTRALIA**

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## AMENDMENT HISTORY

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Version Number	Date	Change Description

## **PREFACE**

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

This guide has been developed to complement the Open Water Swimming Event Rules. It has been recognised that while the Open Water Swimming Event Rules define some of the parameters for the conduct of an open water swimming event, there is a need for a guide that assists the organising committee of an open water swimming event to run an enjoyable, safe and financially rewarding event.

It is recognised that open water swimming events vary greatly in their nature. Not all items included in this guide apply to all open water swimming events. The organiser can utilise those components of this guide that they consider apply to their event.

An open water swimming event represents a significant challenge for Masters Swimming Australia and the event organisers. Therefore, it is crucial that all relevant issues are addressed in the organisation of an open water swimming event.

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# CHAPTER 1 – GENERAL INFORMATION

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## INTRODUCTION

1.1 Open water swimming events are normally held in natural bodies of water such as the ocean, a lake or a river. The course is sometimes in a man-made body of water such as a power station pondage or a rowing course. The course should be in water that is subject only to minor current or tide. This guide is designed to assist in organising a safe and effective open water swimming event. This guide must be read in conjunction with the Masters Swimming Australia (MSA) Open Water Swimming Event Rules.

## EVENT ORGANISER'S RESPONSIBILITIES

1.2 The Event Organiser's responsibilities cover pre-race, race day and after the race activities. The following lists are the main activities of an open water swimming event. Not all the activities will be required for all events. The Event Organiser will determine which are required for the event.

### Event Preparations

1.3 The list below summarises the activities that would normally form part of event preparation:

- a. Prepare event management timeline (see Annex A).
- b. Confirm date of event.
- c. Obtain a facility or location.
- d. Obtain local government or facility approval, permits, and support.
- e. Secure MSA sanction, which includes insurance (see MSA OWS 1.2 and Annex B).
- f. Secure additional insurance, if needed.
- g. Prepare operating budget.
- h. Prepare safety, thermal and risk management plans (Annexes C, D and E).
- i. Design and distribute entry form, including specification of entry cut-off date and terms and conditions of participation/liability waiver (see Annex F).

- j. Arrange for publicity.
- k. Recruit and brief race officials and volunteers.
- l. Secure sponsors for the event if desired (such as financial or goods and services donations).
- m. Order T-shirts, hats, and other merchandise to identify the event.
- n. Order bright coloured swim caps for participants to wear (as required by the open water swimming event rules).
- o. Design and order awards and determine how many places will receive awards.
- p. Arrange for first aid and safety procedures and source personnel and equipment (for example ambulance, rescue boats).
- q. Arrange for in-water safety equipment and personnel.
- r. Prepare signs, posters for organising the event, and course maps.
- s. Secure race-day equipment and supplies (such as tables, chairs, P.A. system, portable electric power, toilet facilities, shower facilities, tents, timing system and watches, pens, pencils, paper, paper clips).
- t. Secure hospitality food and water.
- u. Receive and process entries.
- v. Prepare for race-day swimmer check-in by stuffing bags (if there are any), organising materials to hand out to swimmers, and identifying swimmers with registration problems.
- w. Check all equipment is in good working order.
- x. Monitor weather and other risk matters leading into the event.
- y. Determine how event organisers are to be identified (different colour shirt or hi vis vest etc.)
- z. Prepare cards with all event contact numbers and place in plastic sleeves for officials, meet directors and volunteers



## Race Day

1.4 Race day will start with setting up equipment and organising and training workers. Sometimes the set-up and training will be done ahead of time. When planning for race day ensure that contact details for all organisations involved are available to all personnel who may need them. Race day tasks include:

- a. Determine if it is safe for the event to proceed.
- b. Acknowledge sponsors and volunteers throughout the day.
- c. Organising parking and traffic control.
- d. Setting up all on-land equipment including swimmer check-in stations, P.A. equipment, timers and recorders areas, hospitality and food areas, safety equipment, etc. Instruct volunteers who are manning these stations.
- e. Setting up transport of swimmers' gear for point-to-point races. Bags/gear should have swimmer's ID marked.
- f. Setting up start line and finish chute.
- g. Setting up in-water course (such as ropes, buoys, and other markers) equipment and instruct volunteers.
- h. Setting up first aid procedures, check that first aid equipment is in working order, and check personnel.
- i. Setting up in-water safety equipment and check or instruct personnel.
- j. Organising swimmers at the starting area.
- k. Having map or chalk board of outlined course on display.
- l. Giving pre-race instructions and safety briefing.
- m. Recording official times, adjudicate protests and disqualifications, and compile official results.
- n. Giving out awards and prizes.
- o. Cleaning-up site.
- p. Policy Constraint/Restriction Considerations

## **After the race**

1.5 These aspects of running an event quite often do not receive the necessary attention. The last swimmer goes home, and everybody forgets about the race until next year, or one person is burdened with the responsibility of the wrap-up. The post-race activities that need to be attended to are:

- a. Publish and distribute official results to swimmers, the internet, and governing organisations within 24 hours of the finish of the event.
- b. Complete post-race report within 24 hours of the finish of the event (see Annex G).
- c. Complete the financial accounting and pay all creditors within seven days of the event (see Annex H).
- d. File insurance incident reports, if necessary.
- e. Send thank you notes to volunteers and sponsors within seven days of the event.
- f. Evaluate the event and plan improvements for the next year within one month of the event.

## **SANCTIONS AND INSURANCE**

1.6 If you intend to run an event with the approval and authority of MSA and you intend to rely on the insurance put in place by MSA, then you must obtain a sanction from the State/Territory Body using the approved sanctioning procedure (see Annex B). The State/Territory Body will forward a copy of the sanction form to the National Office. The National Office must receive the sanction form at least one month before the event.

## **SAFETY**

### **Water safety principles**

1.7 All risk, safety and emergency management plans to be distributed to race officials and organisers prior to the event and hard copies available on the day.

1.8 Safety of all people involved in the open water swim is critical and the prime consideration for any event organiser. Although the event organiser is ultimately responsible for all event safety in most cases the actual safety personnel will be partly managed by another organisation such as Surf Lifesaving, Police or Sea Rescue. An appropriately qualified safety officer for the event will prepare risk and safety management plans for the event with the assistance of the Event Director. Suggested contents of a Safety Management Plan and Thermal Management Plan are at Annexes C and D.

### **Emergency Provisions**

1.9 The Safety Officer has autonomous authority for the event safety and will have authority in an emergency and/or adverse weather conditions.

1.10 Event personnel should be informed of the emergency provisions and the Emergency Action Plan. The Safety Officer should hold a meeting for all event personnel just prior to the event.

1.11 Open water swimming events should have a medical evacuation plan. The plan outlines procedures and methods for transport for swimmers needing emergency medical aid from water pickup to land-based services.

1.12 Safety monitor stations (such as row boats, canoes, kayaks, paddleboards) should be positioned on the course in a minimum ratio of one station per twenty entrants or a minimum of one station for every 200 metres of course length, whichever number of stations is greater. Consideration should be given to the capabilities of the swimmers in positioning the safety monitors, it may be appropriate to have some that move with a group of swimmers if required. Prevailing weather conditions may necessitate additional safety monitors.

1.13 A suggested ratio of safety paddle board/canoes at a minimum of 1:20 swimmers, with a backup of powered craft at a minimum of 1:50 swimmers should be provided. Support and safety craft personnel should be easily identified with highly visible and uniformly coloured clothing/caps.

**Note.** When an event is conducted close to shore or as a circuit, the suggested ratio can be too congested on water. A ratio of 1:50 swimmer safety paddle craft and 1:100 motorised craft is more practicable using backup of 1:50 safety escorts walking the shore, and with motorised vehicle(s) on shore.

1.14 All support and safety craft personnel should be trained in close support techniques for supporting an unconscious swimmer until a rescue craft can attend. All support and safety craft personnel should carry a whistle to alert swimmers and safety craft to a safety incident.

**Note.** Surf Lifesaving Australia clubs issue board paddlers with a whistle for safety use. Whistles should be issued to all board paddlers. A whistle can be used to attract attention or have swimmers evacuate the water.

1.15 Emergency evacuation power boats can be a risk to swimmers. If practical, swimmers in trouble should be brought to the evacuation boat by a safety monitor using non-motorised transportation. However, the swimmer's safety is paramount and the most effective rescue craft should always be used.

1.16 There should be at least one rescue craft for every 50 swimmers in the water.

1.17 A detailed plan must be available for event cancellation during the event due to safety considerations arising after the competition has started (for example lightning). This will be part of the overall safety management plan for the swim.

1.18 A procedure must be developed to account for each participant (for example a walkie-talkie and binoculars for reading numbers on the swimmers' arms at a turn-around point.)

1.19 The host club should establish and announce a cut-off time for all or part of the event. Swimmers failing to meet the criteria should be disqualified and escorted to shore.

1.20 A cut-off time for all events may be determined and announced with the race details. A suggested time of 30 minutes per kilometre could apply. After expiry of the designated time limit, the Event Referee may order any or all swimmers still on the course to leave the water.

**Note 1.** Advertising the cut off time on the registration flyer lets the swimmer know if they are sufficiently prepared to register to swim the event distance.

**Note 2.** Setting a suggested time to be announced with the race details based on the distance swum such as 2.25 km could be set at 30 minutes per kilometre or part thereof (1 hour 30 minutes) or 2.25 km at 40 minutes per kilometre or part thereof (2 hours). This decision could be based on the type of registration times received and made by the Event Management Committee.

1.21 A briefing for swimmers should be held prior to the start of the event and all competitors should be present. A good public address system is essential to ensure that instructions can be heard and understood. Refer to Chapter 3 for pre-race briefing instructions.

1.22 All Open Water swimming events shall be freestyle (Australian Crawl) events. Other strokes are not to be allowed except for short periods (such as for recovery during the swim). Breaststroke kicking in congested areas (such as at course markers where a change of direction is required) may be deemed unsporting interference and lead to disqualification. See MSA OWS 3.4.

**Note.** Breaststroke kicking in congested areas has been the biggest reported area of injury within OWS events.

### **Escorts and safety monitors' craft**

1.23 MSA does not allow the use of individual escorts, except for swims over 5 kms at the discretion of the event organiser. Visually impaired swimmers who require a guide are an exception to this requirement.

1.24 Paddleboards, kayaks, and canoes are recommended for safety monitors with small boats, jet skis or IRBs in support.

1.25 Safety Monitor's attendance at a pre-race meeting is mandatory. As the Safety Monitor's craft will need to be in the water and ready to go prior to the start of the race, a separate safety monitor meeting will normally be held prior to the swimmers briefing.

1.26 All boats used in conjunction with the event must meet local standards for equipment and loading capacity.

1.27 Power boats should be used to protect the course, not as direct safety craft. However, if necessary, recovery of a swimmer may be carried out by any craft in the vicinity. Swimmer safety is the prime criterion.

1.28 Provisions for non-event boat traffic control should be secured. It is strongly suggested that control be arranged through a law enforcement agency.

1.29 A designated boat should remain behind the last swimmer throughout the race, and be prepared to pick up swimmers as required (such as swimmers in the water after a cut-off time).

## **SWIMMERS RESPONSIBILITIES**

- 1.30 The following information should be communicated to the swimmers before the event.
- a. It is essential that swimmers prepare and train well in advance for any open water event they choose to enter. Longer events may require pre-qualification. For example, to enter a five-kilometre swim you may need to have completed a two-kilometre event.
  - b. No one should undertake any competitive open water event unless they are physically fit and fully expect to finish. It is advisable for any person undertaking any athletic event to be checked by a physician.
  - c. Swimmers failing to complete the swim must report to race officials as described in the pre-race briefings for their safety before leaving the event as there may be no other record of them leaving the course.
  - d. Swimmers are responsible for personal property left at the swimming site while they are in the water. They should plan and ensure that items they may need are available at the finish. Bags should have proper identification if transportation of equipment is provided.
  - e. For longer swims (such as more than five kms and accompanied by a paddler escort) it is recommended that swimmers provide their own water and/or nourishment to be carried by the paddler.

## **RESPONSIBILITIES OF OFFICIALS**

1.31 The Event Director (see MSA OWS 4.2) is responsible for ensuring there are sufficient officials to conduct an event safely and in accordance with MSA rules.

1.32 It is recommended that the following officials be in place for National and Branch sanctioned events:

- a. Event Referee (MSA OWS 4.5)
- b. Assistant Referee(s)
- c. Chief Timekeeper

- d. two assistant timekeepers
- e. Chief Finish Judge
- f. two assistant Finish Judges
- g. Safety Officer (MSA OWS 4.3)
- h. Medical Officer
- i. Course Officer (the person who sets or checks the course is correct – see MSA OWS 3.1.)
- j. Clerk of the Course
- k. Recorder/Registrar
- l. Turn Judges (one per turning buoy)
- m. Starter
- n. Announcer.

**Note.** The duties of the Safety and Course Officers can be combined, as can: the Course Officer and Clerk of Course; Assistant Referee and Starter; Starter and Chief Finish Judge, Medical Officer and Safety Officer; and Clerk of Course and Announcer.

1.33 Smaller Branch sanctioned events shall appoint a minimum number of officials as listed below:

- a. Event Director
- b. Event Referee
- c. Safety Officer.
- d. Clerk of Course (Course Officer / Announcer) – see note below.
- e. Medical Officer.
- f. Recorder / Registrar.
- g. Chief Timekeeper /Timekeeper.
- h. Starter / Chief Finish Judge / Turn Judges – can be appointed / assigned from the on-water safety crew.

## Event Referee (refer to rule OWS 4.5)

1.34 The Event Referee shall:

- a. Have full control and authority over all officials, shall approve their assignments and instruct them regarding all special features or regulations related to the competition; to include policing of approved swimwear, watches, heavy jewellery and speed, endurance, buoyancy aids and devices. See MSA OWS 3.5.
- b. Enforce all the rules and decisions of MSA and decide all questions relating to the actual conduct of the meeting, the event or competition, the final settlement of which is not otherwise covered by these rules.
- c. Have authority to intervene in the competition at any stage to ensure that these rules are observed.
- d. In conjunction with the race committee, adjudicate on all protests related to the competition in progress.
- e. Give a decision in cases where the Judges' decision and times recorded do not agree.
- f. Ensure that all necessary officials for the conduct of the event or competition are at their respective posts. The Event Referee may appoint substitutes for any who are absent, incapable of acting, or found to be inefficient, and appoint additional officials if considered necessary; to ensure swimmers do not take unfair advantage of another swimmer or commit unsporting like interference, and to ensure that support/safety craft do not impede any swimmer, other than to direct them back to the field.
- g. Signal to swimmers at one minute to go, by raised flag and / or verbal command, that the start is imminent, and when satisfied indicate by pointing the flag at the starter that the competition may commence.

**Note.** It has been found that the use of whistles can incite breaks – there has been success raising a flag, with patrol of start line and verbal command. When raised flag directed to Starter so are swimmers' eyes, hence visual and audible successful. It is not easy to safely stop and restart a swim in ocean conditions and beach noise.

1.35 Disqualify any swimmer for any violation of MSA OWS 3.4 that they personally observe or who are reported to them by other authorised officials.



- a. Order any swimmer from the water, on the advice of the Medical Officer, or on-water safety personnel, if that swimmer's safety is in question.
- b. Have authority to use any automatic or semi-automatic officiating equipment in any case of doubt or protests.

### **Referee(s)**

#### 1.36 Referees shall:

- a. Ensure that all necessary officials for the conduct of the event are at their respective posts. With approval of the Event Referee the Assistant Referee may appoint substitutes for any who are absent, incapable of acting or found to be inefficient, and appoint additional officials if considered necessary.
- b. Receive all reports prior to the start of the race from the Clerk of Course, Safety and Course Officers and inform the Event Referee of the contents 20-15 minutes before the scheduled start of the race, including the number of registered swimmers.
- c. As delegated by the Event Referee, monitor the wearing and use of swimwear, watches and heavy jewellery, speed, endurance, buoyancy aids and devices. See MSA OWS 3.5.
- d. After synchronising watches with the Event Referee, at five minutes to go give one long blast of a whistle and give verbal command that swimmers can enter the water. With two minutes to go give two long blasts of a whistle and verbal command that swimmers must enter the water and position themselves at the start.
- e. When the event is started in waves, direct swimmers to their starting position thereby assisting the Chief Timekeeper and Starter to ensure starts meet time requirements.
- f. Have the authority to intervene in the competition at any stage to ensure that the Rules are observed.
- g. Disqualify any swimmer for any violation of MSA OWS 3.4 that they personally observe.
- h. Record race numbers of any swimmer(s) removed from the water, or withdrawn from the event once registered, advising the Event Referee immediately the last swimmer has finished.

**Note.** This assists the Event Referee in ensuring all swimmers are accounted for at the completion of the event.

- i. Assist the Chief Finish Judge and/ or Chief Timekeeper to ensure correct finish procedures are maintained.

### **Starter**

1.37 The Starter shall:

- a. Be stationed in such a position to be clearly visible to all swimmers; with a distinctive flag (visual) and an audible starting device, (horn or siren) having ensured it is in working order.
- b. On a signal from the Referee, raise a distinctive flag into the vertical position.
- c. Bring the flag-holding arm down with the arm kept straight, and simultaneously activate an audible signal (horn or siren).

**Note.** Many requests are made for sponsors to start an event. The audible start signal can be made by a guest starter in tandem with the Starter.

### **Chief Timekeeper**

1.38 The Chief Timekeeper shall:

- a. Check all Timekeepers' watches are in working order; manual and/or print out; and/or work with the operators of electronic timing to synchronise the start procedure.
- b. Assign at least two Timekeepers to their positions for the start and finish; if electronic timing is employed, the same complement of manual watches may be assigned the same compliment of manual watches, a minimum of one to be a printout watch (if available and if considered appropriate by the Event Organiser).
- c. Ensure that a time check is made 15 minutes before the start time to allow Timekeepers to synchronise their watches with the official running clocks/timing equipment.
- d. Collect from Timekeepers a card/sheet/print out showing the time recorded for each swimmer and, if necessary, inspect their watches.

**Note.** Automated timing is being utilised by employing agents. The Chief Timekeeper should have authority to ensure timing is done in accordance with MSA rules.

### **Timekeepers**

1.39 Timekeepers shall:

- a. Start their watches at the starting signal, and only stop their watches when instructed to do so by the Chief Timekeeper.
- b. Record the time and swimmer's number on the timecard/sheet/printout promptly after each finish and turn it over to the Chief Timekeeper.

**Note.** When automatic officiating equipment is used, the same complement of hand timers is to be used.

### **Finishing Judges**

1.40 There are three Finishing Judges, one of whom is to be appointed as the Chief Finish Judge, and they all shall:

- a. Be positioned in line with the finish where they have a clear view of the finish.
- b. Record the placing of the swimmers as they complete their swim. Numbered tickets or tokens can be handed to swimmers in order of finishing for manual result recording where electronic timing is not used.
- c. Finishing judges shall not act as Timekeepers in the same event.
- d. Should a swimmer be unable to walk out of a swim at the finish line, a personal runner can take that swimmers timing band or finish ticket/token to the recorder.

### **Turn Judges**

1.41 Turn Judges shall:

- a. Be positioned to ensure that all swimmers execute the alterations in course as indicated in the competition information document, and as given at the pre-race briefing.
- b. Record any infringement of the turn procedures on the record sheets provided and advise the Event Referee of the infringement immediately.

- c. Deliver the signed record sheet to the Event Referee or delegated Referee promptly upon completion of the event.

**Safety Officer (see rules OWS 2.1 and OWS 4.3)**

1.42 The Safety Officer shall:

1.43 Be responsible to the Referee for all aspects of safety related to the conduct of the event.

- a. Check that the entire course, with special regard to the start and finish areas is safe, suitable, and free of any obstruction.

**Note.** Place matting across moss or slippery/jagged rock entries; clear a wading path of objects where visibility is negative.

- b. Be responsible for ensuring that sufficient powered safety craft are available during the event to provide full safety backup.
- c. In conjunction with the Medical Officer, advise the Event Referee if they believe conditions are unsuitable for staging the event and/or make recommendations for the modification of the course or the way the event is conducted.

**Medical Officer**

1.44 The Medical Officer shall:

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

**Course Officer (refer to MSA OWS 3.1)**

1.45 The Course Officer shall:

- a. Be responsible for the correct survey of the course.

- b. Ensure the start and finish areas are correctly marked, that all equipment has been correctly installed and is in working order.
- c. Ensure all course alteration points are correctly marked and supervised prior to the commencement of the event. Where possible, large marker buoys to be used; and to be a different colour to the surrounding boat and or channel or venue markers.
- d. With the Event Referee and Safety Officer, inspect the course and markings prior to the commencement of the competition.

### **Clerk Of Course**

1.46 The Clerk Of Course shall:

- a. Prepare swimmers prior to each event and ensure proper reception facilities are available.
- b. Ensure all swimmers are present in the assembly area at the required time prior to the start advising swimmers they are required to attend the pre-race briefing.
- c. Keep swimmers and officials informed of the time remaining before the start at suitable periods up to the swimmer briefing; (for example, at 35 minutes to start, registrations close in five minutes; officials briefing in 10, swimmer briefing in 20, until the last five minutes.
- d. In conjunction with or in the absence of a Referee, direct swimmers to assume their start positions.
- e. Be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and is kept in safekeeping.

### **Recorder-Registrar**

1.47 Recorder-Registrar shall:

- a. Receive and enter all registrations, allocating race numbers.
- b. Appoint markers to ensure numbers are written on swimmers and or caps as required.
- c. Advise the Referee(s) of the number of swimmers registered to swim on the day.

- d. Record withdrawals from the competition, enter results on official forms and maintain a record for team awards as appropriate.
- e. Record wearers of wet suits (when the event is declared a non-wetsuit race) and fins on registration lists and/or at the finish for identification.

# CHAPTER 2 – RACE PREPARATIONS

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## PLANNING

### Venue selection

- 2.1 Selecting the right venue is probably the most important decision that event organizers make relating to safety, event success, and swimmer satisfaction.
- 2.2 You need to know where the event is going to take place and understand all the rules and requirements around using the venue for a swimming event.
- 2.3 If you're thinking about running an event, you probably already have a venue in mind, such as a lake, ocean, bay, or river. Visit the venue and get an idea where the start and finish line will be. Determine if the water fluctuates drastically during the year (for example due to tides, rainfall), which would impact water quality, water levels, currents, because this may change how the course is set up.
- a. What are the typical water temperatures for the time of year you want to host the event? See MSA OWS 2.2 for temperature limitations.
  - b. What are the typical weather conditions for the time of year you want to host the event?
  - c. How many participants do you want in the event and can the venue handle that number? Think about safety aspects of the venue based on the number of participants.
  - d. Are there fees for accessing the venue? If so, will those be paid by the participants upon arrival or as part of their event entry fee?
  - e. Are there bathrooms, picnic tables, or buildings that can be used for the event?
  - f. Based on the body of water configuration, decide what the course will look like, course distances, buoy positioning, and safety concerns.
  - g. Are there any hazards on the course? If there are hazards on the course, devise a plan to either remove them or work around them in a safe manner.

- h. Develop a preliminary venue map showing your initial ideas about how you will run your event. This includes showing registration, bathrooms, medical services, awards, start and finish lines, and parking areas.
  - i. Develop a preliminary event plan along with a race day timeline.
  - j. Write a safety plan with detailed information about how you plan to ensure safety with safety boats, kayakers, lifeguards, buoys on the course, emergency medical technicians, volunteers. See Annex C.
  - k. Identify who will be the Event Director, Safety Officer, and Event Referee. Get them involved in finalizing the safety and race day plans.
  - l. Determine how you plan on doing registration.
  - m. Complete the sanction documentation.
- 2.4 Other planning considerations include sponsors, communications, volunteers, safety personnel, timing and result methods, swimmer safety identification (for example caps, vests, numbers), registration fee, swimmer refreshments, awards, start and finish arrangements, race day start timings, PA system, race map board.

## **LAYING OUT A COURSE**

2.5 The swim course is defined by the start, the course design, and the finish. Refer to MSA OWS 3.1.

### **The Start**

2.6 The start may begin in the water (treading water or standing), on the beach or from a pontoon as determined by the event organiser.

2.7 The start area should be firm, clean, and free from hazards (such as rocks, algae, glass, etc.). The Safety Officer should conduct a start area check to ensure it is safe.

2.8 The starting area should be as wide as possible to minimise multiple waves starting. The starting line should be perpendicular to the first leg of the course so all contestants along the starting line have equal advantage.

2.9 The starting area and course should be controlled to keep non-participants clear and to assure a fair start for all participants.



2.10 The number of registrations/swimmers and the venue conditions, will dictate the use of wave starts. Marshalling swimmers using brightly colour-coded caps to identify different waves can be done by nominated time, or gender, or age groups.

2.11 The designated Referee or the Clerk of Course shall keep swimmers and officials informed of the time before the start at suitable intervals.

2.12 Swimmers shall assume their start positions as directed at the swimmer briefing and as supervised by the designated Event Referee or Clerk of Course.

2.13 The Event Referee shall indicate, by a flag held upright and verbal command, when the start is imminent, and indicate that the swimmers are under Starter's orders by pointing the flag at the Starter.

2.14 The Starter shall be positioned to be clearly visible to all swimmers.

2.15 If in the opinion of the Event Referee unfair advantage has been gained at the start the event may be stopped and restarted. If this is difficult to do in the circumstances, it may be necessary to let the event proceed and disqualify the offending swimmers. See MSA OWS 3.4)

2.16 Although swimmers may start together in mixed gender and multiple age groups, event results are to be in accordance with Master Swimming Australia rules.

### **Course Design**

2.17 The course of the swim should be designed to minimise swimmer confusion. Courses should avoid head-on traffic patterns where swimmers could pass close to each other in opposing directions unless swimming on opposite sides of a rope. Course design should also eliminate changes in course direction until the field of contestants has spread out from the starting line congestion. Depending on the body of water the course might:

- a. Be parallel the beach,
- b. Go out to or around a fixed point such as a pier or island,
- c. Circle a closed course marked by buoys,
- d. Go from point-to-point, starting and finishing in different locations,
- e. Be a combination of any of the above.

2.18 Where buoys are used to delineate the course, each buoy shall be clearly visible from the preceding buoy.

2.19 Google Earth is a very useful tool for laying out open water swimming event courses. Buoys may be placed using a GPS. Buoy coordinates can be obtained from Google Earth.

2.20 Events may be conducted over a single leg, out and back single circuit courses, or multiple circuits.

2.21 The course should be in water that is subject only to minor current or tide forces and may be salt or fresh water.

**Note.** Local knowledge should be used to define minor current or tide. It is difficult to apply rulings on venues that are so variable across Australia. Common sense and practicality should be used.

2.22 Where necessary, consent, permits or permission must be sought and granted by the relevant controlling authority for use of the venue. Local knowledge from other users and the controlling authority as to the suitability of the venue and the quality of the water should be obtained.

2.23 In normal circumstances the minimum depth of water at any point on the course shall be one metre.

2.24 A clearly marked craft or platform containing a Turn Judge shall be positioned at or near all turning buoys but must not obstruct a swimmer's visibility of the turn.

**Note.** The platform may be on land if it has a commanding view of the turn.

2.25 All turn apparatus and Judges' craft/platforms shall be securely fixed in position, and not be subject to tidal, wind, or other movements.

## **Finish**

2.26 The finish may be in the water or on the shore. If in the water, timing may be done at the edge of the water and an adjustment made for time in the finish chute.

- a. A chute is recommended at the finish with the official finish line at the entrance to the chute. The Finish may be in the water or on shore as specified in the race instructions.
- b. The finish should be clearly marked and visible from the water from the last buoy.
- c. The finish line should be clearly indicated for judging.
- d. The finish area should be controlled to keep non-participants clear.
- e. Finish monitors should be provided for safety purposes to aid swimmers standing up and exiting the water if needed.
- f. The chute (located beyond the finish line) should be long enough to accommodate the number of swimmers expected to finish at about the same time and narrow enough to keep the swimmers in order of finish until their results are noted.

2.27 The final approach to the finish shall be clearly defined with markers of a distinctive colour.

2.28 If a swimmer cannot stand or walk to a finish line due to a medically defined disability, they may use a representative to collect their place token, timing band to walk it to the official finish in the order of the swimmer's finish.

2.29 **National open water championship events.** For National championship swims, the finish shall be clearly defined in the water at a swimming depth to enable the swimmers to touch a vertical surface or swim across a defined finish line. For all other Open Water Swims the finish shall be clearly defined in the water at swimming depth where practicable. Swimmers shall touch a vertical surface or swim/walk across a defined finish line. Where a finish platform or overhead apparatus cannot be installed, swimmers shall swim/walk across a defined finish line in the water, placed in order of finish, and/or given a numbered place token. When out of water electronic timing is used, swimmers should be put in order of finish at a defined in-water finish line, to walk to the timer in order of swim finish. The timing device should be as close to the water's edge as is practicable. Running and pushing to a finish point should be always avoided.

### **Preparing Entry Forms and Flyers**

2.30 Mostly commonly, entry is done online, and no paper entry form is produced. While the media is different the information that is required is the same. If using a paper entry form,

it is advantageous to print your entry form on an A4 sheet. Have someone proofread your entry form/event announcement. An entry form should contain the following:

- a. The name of the event.
- b. **The facts.** Date, time, location, sanction number (if any), host, fees, deadlines, liability release and check-in information.
- c. **Other pertinent information.** Course and description, directions to the race site, applicable MSA Open Water Swimming Event Rules, eligibility, age groups, non-wetsuit and wetsuit divisions, awards, safety (for example fluorescent caps), parking and/or fees other than entry, T-shirts, sponsors, local hotels and accommodation or a phone number to call for lodging information.
- d. When appropriate, a warning statement which cautions the swimmer about special hazards of the event (for example water temperature, distance, surface conditions).
- e. **Entry form.** Allow ample room for the swimmer's name, gender, address, phone number, birthdate, age, emergency contact name and phone number, team name and abbreviation, MSA registration number, and email address. Remember to include the name, address and phone number of the person receiving the entries.
- f. **A liability release.** The liability release must be signed and dated for the entry to be accepted. See Annex F. If online entry is used, then an affirmative answer to the question associated with liability is adequate. Where the event is, co-sanctioned and allows swimmers under the age of 18 to participate, the liability release must be signed a parent or guardian if the swimmer is below the age of 18 years.

### Online Entry Systems

2.31 Online entry can make an open water swimming event organisers work simpler. The online entry data can be exported in a format that simplifies timing and provides the basis for an email database.

### Distribution of Entry Forms

2.32 Entry forms will normally be made available online.

2.33 Where paper forms are required, plan to print and distribute more forms than the number of swimmers you might expect, as not everyone that takes an entry form will enter.

2.34 Distribute the forms at least three months before the event. Be sure your event is included in the MSA event calendar, Branch website, and newsletters and that forms are available at local meets. Consider distributing entries to:

- a. All clubs in the local Branch (and other branches as appropriate).
- b. All local Swimming Australia, Surf Life Saving and triathlon clubs.
- c. Other open water and triathlon events.
- d. Local sport shops, community centres, swimming pools.

## **PUBLICITY**

2.35 A primary concern for the race organiser is publicising the event and attracting as many participants as possible. This is especially true for first-time events where past participants aren't available to spread the word to their friends. Use the media before and after your event.

- a. Write a press release and send it along with an official entry form to local newspapers, TV and radio stations and the Chamber of Commerce at least three months in advance. Sports magazines need the information many months in advance. Don't forget the local bulletin boards sometimes found on community and ABC stations. Your press release should be brief but must include the date, time, location, description, and contact for the event. Be sure to include any interesting facts (for example special participants). Follow up all mailed press releases with a phone call to the sports page editor.
- b. Use the Internet, and any available social media, Facebook, X, etc.
- c. Write an article for your local Branch and National Newsletter about your event. Aim to do this 2-3 months ahead.
- d. Get your event listed in the National Event calendar and listed on relevant websites such as [www.oceanswims.com](http://www.oceanswims.com).
- e. Call local radio stations and try to get interviews and talk about your event when they have community noticeboard sessions.

- f. Try to get as much publicity in the media after the event as you did before. Encourage your local newspaper to have a reporter and photographer at the event. Many people who missed the event will see the coverage and remember it for the next time.

## **ORGANISATION CHECKLISTS**

### **Swim Caps**

2.36 The MSA rule OWS 3.3 require fluorescent or other brightly coloured caps for all participants for better visibility. Red, pink, orange or yellow are the preferred colours. Contact swim equipment suppliers for estimates. If you wish to have the caps printed, allow 6-8 weeks for receipt of the caps once you have provided your artwork. Many events include the cap as a participation award to ensure that all entrants have them. Different coloured caps are used to indicate heats and/or age groups allowing swimmers to identify their competition during the race.

### **Awards**

2.37 Before you print your entry form, you need to decide how many awards to give out. Most events award 1st to 3rd in each age group and gender and many give a special something for the first male and female to finish overall. Look for ideas representative of your community. Avoid awards that are unusable after the event, because you will find that some age groups are not represented, and you may have awards left over. Medals with the event name but no date could be used the following year. Sponsors will frequently help with awards.

### **T-Shirts or other items to identify the event**

2.38 Many swimmers compete just to get the T-Shirt. If you plan to include the T-shirt as a participation award, determine the cost for your shirts before you determine your race entry fees to avoid unpleasant surprises. Allow 6-8 weeks once you have provided your artwork. When deciding how many shirts to order, consider:

- a. Allowing swimmers to pre-order T-Shirts in their size. Distribute to swimmers at check-in or at the finish to keep swimmers around for the awards.
- b. Giving volunteer T-shirts. Estimate number needed and get sizes as they sign up.

- c. Selling any remaining T-shirts at check-in or after the race.
- d. Taking orders when you run out. You'll need to charge more to cover the cost of mailing and printing a smaller number.

### **Miscellaneous things to order or arrange for as needed**

2.39 Consider the need for the following:

- a. Portable toilets if fixed facilities are not available.
- b. Timing equipment: computer, finish display clock, printout, stop watches and starters flag.
- c. Photographers.
- d. Refreshments for the finish. Include fresh cold water, fruit and hot drinks (if the conditions are cold).
- e. Special awards for special people (such as oldest, travelled the farthest).
- f. Signs for directions, check-in, course.
- g. Tables and chairs for registration and results.
- h. Portable Address system.
- i. Buoys for turning and direction.
- j. Finish banners.
- k. Finish chutes.
- l. Tents for shade.
- m. Safety boats.

## **RECRUITING AND TRAINING PERSONNEL**

2.40 Race volunteers should be recruited as early as possible. By one month prior to the race, you should have your list finalised. Volunteer training should be done as close to the race as possible, so volunteers have clear in their mind what their responsibilities are.

# RISK AND SAFETY MANAGEMENT

## Risk Assessment

2.41 Risk assessment and mitigation is an important part of open water swim organisation. The information following provides an approach to the management of risk consistent with MSA's risk management policy and framework.

2.42 The matrix at Annex E allows for assessment and management of risk. This document along with the Safety Management Plan (see Annex C) will enable a safe and rewarding event to be run.

2.43 The Risk Assessment process allows financial, reputation and physical risk to people to be assessed and addressed. It also includes an assessment of business and process systems. Although the open water swimming events are generally organised by volunteers the business and process system assessment does help with assessing organisational problems.



## CHAPTER 3 – RACE DAY

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### ORGANISING PERSONNEL

3.1 Key personnel and their duties vary from event to event. Be creative but look ahead for potential problems. Suggested roles, some of which may be combined, include the following:

3.2 The Event Organising Committee and the Event Referee will work together to ensure a safe and enjoyable event.

3.3 Refer to Chapter 1 for details of the technical officials that may be required for the event and their duties.

### PRE-RACE BRIEFINGS

3.4 Pre-race briefings are mandatory in accordance with MSA OWS 2.3.

#### Officials and Water Cover briefing

3.5 The pre-race briefings for the water cover and officials can be combined. However, when the water cover is provided by a third party such as a surf lifesaving club, it is suggested that the leader of the race water cover team attend the official briefing and relay the relevant information to the personnel providing the water safety. A suggested format is as follows:

a. **Welcome**

- (1) Welcome the Officials.
- (2) Thank them for their assistance in staging the event.

b. **General Announcements**

- (1) Water temperature.

**Note.** The water temperature is to be taken at a minimum of three points at a depth of 40 cm over the course, within one hour of the start time. The average temperature is the course temperature. See MSA OWS 2.2 for temperature limits.

- (2) Point out possible hazards.
- (3) Report on currents or tides.

c. **Safety/Emergency Procedures—Suggested Wording**

- (1) "Your role in today proceedings is to ensure the safety of all competitors and the safety of personnel involved in organising the event. Please be aware that Safety is everyone's responsibility."
- (2) "If a competitor needs assistance during the race, they will be instructed to wave one arm overhead."
- (3) "If a competitor drops out before or during the race, they must report to the Finish Judge under the finish banner so they can be accounted for. If you see someone drop out, please ensure that they know that they need to report to the finish."
- (4) "You will have been given instructions as to your role today but if it is at all unclear, please clarify your responsibilities with your leader."
- (5) "Emergency staff will be stationed (indicate where)."
- (6) "A cut-off time of xx/yy hours/minutes will be enforced. Swimmers still in the water at this time may be escorted or assisted to shore for their own safety."

d. **Finish**

- (1) Give chute directions to all officials.
- (2) Point out clock location to all officials.
- (3) Explain finish directions to all officials.

e. **Course**

- (1) Point out directions of swim.
- (2) Describe buoys—number, type, colour and related requirements.
- (3) Refer to course map and course violations.

**Briefing for Competitors**

3.6 A suggested format for briefing swimmers is as follows:

a. **Welcome**

- (1) Announce the name of the swim.
- (2) Thank the sponsors.
- (3) Introduce the key Officials.

b. **General Announcements**

- (1) Water temperature.
- (2) Point out possible hazards.
- (3) Report on currents or tides.

c. **Safety/Emergency Procedures—Suggested Wording**

- (1) "If you are apprehensive about participation in the swim or your ability to complete the distance, please withdraw before entering the water at the start. This is not the time to test your open water swimming skill for the first time."
- (2) "If you need assistance during the race, wave one arm overhead and a paddler will come to you."
- (3) "If you drop out before or during the race, report immediately to the Finish Judge under the finish banner so your safety can be accounted for."
- (4) "Faster swimmers should position themselves closer to the start line at the edge of water with slower swimmers assuming a less risky position further back in the pack."
- (5) "Emergency staff will be stationed (indicate where)."
- (6) "A cut-off time of xx/yy hours/minutes will be enforced. Swimmers still in the water at this time may be escorted to shore for their own safety."

d. **Finish**

- (1) Give chute directions to all competitors.
- (2) Point out clock location to all competitors.
- (3) Explain finish directions to all competitors.

e. **Course**

- (1) Point out directions of swim.
- (2) Describe buoys - number, type, colour and related requirements.
- (3) Refer to course map and course violations.

f. **Start**

- (1) Announce the expected time of the start.
- (2) Remind slower and faster swimmers to be in their correct starting position.
- (3) Emphasise to swimmers that they spread out and be courteous to one another.
- (4) Explain starting signals.
- (5) Identify start line.

## THE START

3.7 **Equipment needed:**

- a. Public address system.
- b. Flags, flares, or other apparatus for indicating the race start.
- c. Stop watches and automated electronic timing equipment.

3.8 **Organisation required:**

- a. Designate an area to give instructions to the competitors. A public-address system is usually required.
- b. Have Marshals available on land and in the water, to ensure a fair start for all competitors.

## THE FINISH

3.9 **Equipment needed:**

- a. Finish line equipment.

- b. Forms for recording finish times and race numbers.
- c. Timing equipment.
- d. Large clock, if available.
- e. Food and drink for finishing swimmers.
- f. Emergency medical equipment.

3.10 **Organisation required:**

- a. Set up stations as needed for results, first aid, hospitality, shirt sales, etc.
- b. Set up the finish area including a finish line, finish chutes and/or finish banners.
- c. If available, set up a large time clock for the swimmers to see as they cross the finish line.

## **DETERMINING THE RESULTS**

3.11 A successful event must have accurate reporting of results. Some methods of tabulation are:

- a. **Computer Results.** Timing equipment including ankle bands, timing mats and computers can be hired. For events with larger numbers of swimmers this approach has the significant advantage of reducing the number of volunteers/ officials required. There are also programs such as Meet Manager that can be used to record results.
- b. **Manual results by time.** Timekeepers independently record the swimmers' times in order of finish. Place judges independently record each cap colour and cap number at the finish. The two lists are then reconciled to provide complete results.
- c. **Manual result by order of finish.** Tokens, numbered with the order of finish, can be handed out to the swimmers and then turned in to a designated person. Official times will need to be recorded and matched to swimmers. Printout stop watches are excellent because they save the times for later review.

- d. **Backup results.** Regardless of the method of timing and recording used, a backup system is recommended. Compare the official results with the backup results before giving out your awards. One backup method is to use pre-numbered lists to record times and pre-numbered lists to record finish numbers which requires two people recording and two people calling out the times or numbers.

## PRESENTATIONS

3.12 The Announcer and/or Event Director should conduct the presentation of the awards after the results are completed.

3.13 It is important to recognise sponsors and if possible, involve them in the presentation of awards. Consider making awards for the sponsors to thank them for their involvement: something that they can put on display in their place of Business to indicate their involvement.

## SITE CLEAN-UP

3.14 Ensure that the race site, water and adjacent roads are cleaner and in better shape than it was found.

3.15 Collect anything that can be reused for the next race (such as signs, buoys, rope).

3.16 Collect and dispose of or recycle all waste.

3.17 Remove and restore any temporary changes including gates, signage and barriers.

## AFTER THE RACE

### Results

3.18 Provide a copy of the results to the media, separate results for non-wetsuit and wetsuit divisions, highlighting the local participants, within 24 hours.

3.19 Email the results to participants and/or their clubs.

3.20 Post your results on the Branch and MSA websites.

## **Awards**

3.21 There is an expectation that awards offered will be in accordance with normal MSA practice; that is, awards for male and female competitors in all age groups. However, it is recognised that in smaller events that this may not be practical. The crucial point though is that the awards are consistent with the objectives for the event.

3.22 Consider offering not only performance awards but participation awards as well.

## **Thank you notes**

3.23 Send thank you letters to major supporters, sponsors, and volunteers.

3.24 Send a letter to the editor of the local newspaper thanking contributing businesses publicity.

## **Evaluation**

3.25 Hold an evaluation meeting with key volunteers shortly after the event. Ask for written suggestions as well.

3.26 Make plans for next year's event.

## **Financial records**

3.27 A financial report should be sent to the State if required as part of the sanction requirements. See Annex H.

## ANNEX A – EVENT MANAGEMENT TIMELINE

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1. Timelines will vary with different events depending on several factors including event size and sanctioning branch and/or community requirements. To avoid unexpected problems, start organising early.

**a. 6-12 MONTHS BEFORE:**

- (1) Determine date and location of the event.
- (2) Submit event information to the Open Water Swimming Event Calendar.
- (3) Determine the Event Director and key personnel (Event Referee, Chief Timekeeper, Clerk of Course, Safety Co-ordinator).
- (4) Prepare draft Event Management Plan (based on this timeline) and Risk Assessment or review the previous year's plans.
- (5) Determine the budget.
- (6) Obtain local approval as needed.
- (7) Contact local emergency services for help.
- (8) Obtain sponsors.
- (9) Design logos for entry forms, T-shirts.
- (10) Design entry form.

**b. 5 MONTHS BEFORE:**

- (1) Organise publicity campaign.
- (2) Order awards needing a long lead time.
- (3) Obtain current MSA Open Water Swimming Event Rules
- (4) Develop a list of hotels and campgrounds.

**c. 4 MONTHS BEFORE:**

- (1) Finalise entry form.
- (2) Send entry form to MSA newsletter.
- (3) Obtain sanction for event from state branch.

**d. 3 MONTHS BEFORE:**



- (1) Finalise event and risk management plans.
- (2) Contact newspapers, etc. for publicity.
- (3) Meet with key personnel to firm up plans.
- (4) Order swim caps, T-shirts, and awards.

**e. 2 MONTHS BEFORE:**

- (1) Mail entry forms to database developed from other or previous events.
- (2) Distribute entry forms to pools, clubs and swim shops.
- (3) Post entry form on the internet.
- (4) Reserve tables, chairs.
- (5) Begin recruiting other volunteers.
- (6) Order Bar Codes or other official equipment.
- (7) Re-contact emergency personnel to firm up involvement.
- (8) Purchase equipment and supplies as needed.

**f. 1 MONTH BEFORE:**

- (1) Being processing entries as they are received, resolving problems where possible.
- (2) Finalise list of officials and volunteers.
- (3) Pick up swim caps, T-shirts, and awards.
- (4) Distribute job descriptions and information to event personnel.

**g. 1-2 WEEKS BEFORE:**

- (1) Meet with officials and volunteers for training.
- (2) Finalise plans with local authorities.
- (3) Prepare packets for competitors (if used).
- (4) Arrange for course set up (which should be done either the morning of or the night before the race).
- (5) Pick up tables, chairs, clipboards, and other necessary equipment.
- (6) Prepare reports and worksheets for check-in and results recording.

**h. RACE DAY:**

- (1) Set up all equipment on-land and in-water.
- (2) Final check-out of personnel.
- (3) Swimmer check-in.
- (4) Run the race.
- (5) Compile and post official results.
- (6) Post-race social and presentation of awards.
- (7) Clean up race site.

**i. POST RACE:**

- (1) Produce official results and mail or email to participants and clubs, within 24 hours of the finish of the event.
- (2) Post results on the Internet.
- (3) Prepare financial report.
- (4) Post-race evaluation.
- (5) Thank you notes to race volunteers.

## ANNEX B – SANCTION FORM

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**Note.** A following information for the event must accompany this application:

- Day, date & time of the event
- Venue, including Street Directory map reference
- Fees, entry fees, meal costs
- Course Details (include map of course)
- Restrictions or conditions
- Prizes
- Closing Date of entries / Contact person



**Masters Swimming Australia**  
**Open Water Swimming Event**  
**Sanction Form**

<b>Event Name</b>			
<b>Club Name</b>			
<b>Date</b>		<b>Start Time</b>	
<b>Location</b>			
<b>Swim Type</b> <b>Ocean</b> <b>River</b> <b>Lake</b> <b>Rowing Course</b> <b>Pondage</b> Circle One of the above			
<b>Estimated Number of Swimmers</b>			
MSA Club Members			
Male		Female	
Non MSA Members			
Adult Male		Adult Female	
Under 18 Male		Under 18 Female	
<b>Water Cover</b>			
Provider			
No of Powered Craft		No of Paddlers	
First Aid Provider			
<b>Event Director</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Address</b>			
<b>Safety Co-ordinator</b>			
<b>Signatures</b>	Club President	Club Secretary	

## ANNEX C – SAFETY MANAGEMENT PLAN

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1. The Safety Management Plan must specify the following:
  - a. Event location, date and time, and swim distances.
  - b. Event organiser, Event Director, Safety Officer and Event Referee.
  - c. Pre-race safety personnel briefing location and time.
  - d. Pre-race swimmer safety briefing location and time.
  - e. Course description including expected conditions and water quality.
  - f. Course markings to be used and locations.
  - g. Start and finish locations and controls.
  - h. Organisation responsible for on-course safety, and method(s) of control.
  - i. Water temperature expected.
  - j. Medical support arrangements on course, onsite and offsite.
  - k. Emergency medical arrangements (such as first aid, doctor, ambulance, medical facility).
  - l. Roles and limitations to apply to watercraft to be on course (such as motorised, paddle)
  - m. On-course to shore communications.
  - n. Arrangements for monitoring swimmer safety and numbers on course.
  - o. Event time limits on course.
  - p. Conditions under which course modification or event cancellation may be actioned.

## **ANNEX D – THERMAL MANAGEMENT PLAN**

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1. The Thermal Management Plan (Cold Water or Warm Water) must specify the following:
  - a. Expected water temperature range and nature of associated risk (cold or warm).
  - b. Conditions of entry (such as acclimatisation and ability to swim the distance).
  - c. Swimmer screening pre-race to confirm their suitability to participate (such as acclimatisation, experience).
  - d. Event mitigation (such as wetsuits, non-wetsuits).
  - e. Specialist medical support required (such as hypothermia, hyperthermia).
  - f. Pre and post-race mitigation of risks.
  - g. Potential event modifications.

## **ANNEX E – RISK MANAGEMENT**

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1. A sample risk management plan has been provided below. Note that the risks presented in this plan do not necessarily apply to all swims but nor do they represent all possible risks for any swim. It is crucial that this assessment be carried out for each swim on a case-by-case basis.

(Name of open water swimming event.....)

(Event Date and Location.....)

## Risk Management Plan

### Identifying, Analysing and Managing Risks

#### Aim

1. To ensure that the event is managed in professional manner through a process that identifies, analyses and manages risk associated with the event.

#### Expected outcomes

- An enjoyable event in calm waters for all participants.
- A fair and equitable open water swimming event.
- Community groups working together for a common purpose.
- The promotion of swimming in open water for health and fitness.
- Promotion of Masters Swimming in Australia.

#### Event Managers

- Masters Swimming Club/Branch.....
- Water safety organisation.....
- Medical safety organisation.....
- Co-sanctioning organisation.....



RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) –Adequate (M) – Moderate (I) – Inadequate				
1 A	<b>Insufficient registrations</b>	<ul style="list-style-type: none"> <li>Forms &amp; entry procedures sent out late</li> <li>Competing event(s)</li> <li>Inclement weather</li> <li>Poor event Management</li> <li>Inadequate publicity</li> </ul>	<ul style="list-style-type: none"> <li>Event cancellation</li> <li>Poor competitor perception</li> <li>Risk to event in following years</li> </ul>	<ul style="list-style-type: none"> <li>ONGOING EVENT PUBLICITY (A)</li> </ul>	1	1	L	A
2	<b>Storm or Bad Weather</b>	Unstable weather pattern	<ul style="list-style-type: none"> <li>Disrupted or cancelled event</li> <li>Seas too rough for some swimmers.</li> <li>Breakfast preparation &amp; serving disrupted</li> <li>Trophy presentations</li> <li>Difficulty sighting swimmers effecting rescues</li> <li>Poor numbers</li> </ul>	<ul style="list-style-type: none"> <li>Historical event data (A)</li> <li>Event start time changed (A)</li> <li>Swimmers can withdraw at any stage (A)</li> <li>Event site – shelter provided(A)</li> </ul>	3	2	M	A
3	<b>Swimmers inability, drowning: from heart attack, cramp, unfit for</b>	<ul style="list-style-type: none"> <li>Swimmer poorly prepared</li> <li>Adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Event delay</li> <li>Swimmers safety compromised</li> </ul>	<ul style="list-style-type: none"> <li>Registration requirements (A)</li> <li>Vigilant &amp;</li> </ul>	2	2	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
	<b>event</b>	<ul style="list-style-type: none"> <li>• Congested field of swimmers</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• trained officials</li> <li>• FIRST AIDERS &amp; FACILITIES AVAILABLE (A)</li> </ul>				
	<b>Collision between swimmer and support vessel</b>	<ul style="list-style-type: none"> <li>• Water craft coming into contact with swimmers</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers safety compromised</li> <li>• Swimmer requires first aid or medical aid</li> <li>• Event disrupted</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-race advice given to vessel skippers (A)</li> <li>• Clearly marked swim course with no-go zones for vessels except in emergency.</li> <li>• Vessel skippers to be licenced/qualified to operate vessel.</li> </ul>				
	<b>Hypothermia</b>	<ul style="list-style-type: none"> <li>• Prevailing weather conditions</li> <li>• Swimmer's body temperature drops</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers safety compromised</li> <li>• Swimmer requires first aid or medical aid</li> <li>• Event disrupted</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-race advice given to swimmers (A)</li> <li>• Vigilant &amp; trained officials</li> <li>• FIRST AIDERS &amp; FACILITIES AVAILABLE (A)</li> </ul>	<b>3</b>	<b>2</b>	<b>M</b>	<b>A</b>

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
c	<b>Heat stroke/ Dehydration</b>	<ul style="list-style-type: none"> <li>Prevailing weather conditions</li> <li>Swimmers are not properly prepared/protected</li> </ul>	<ul style="list-style-type: none"> <li>Swimmers safety compromised</li> <li>Swimmer requires first aid or medical aid</li> <li>Event disrupted</li> </ul>	<ul style="list-style-type: none"> <li>Pre-race advice given to swimmers (A)</li> <li>Vigilant &amp; trained officials</li> </ul>	2	2	M	A
				(A) <ul style="list-style-type: none"> <li>First aiders &amp; facilities available (A)</li> </ul>				
<b>Injuries</b>								
4 a	<b>Injuries from paddlers craft</b>	<ul style="list-style-type: none"> <li>Prevailing weather conditions</li> <li>Congested field of swimmers</li> <li>Inexperienced users of sea craft</li> </ul>	<ul style="list-style-type: none"> <li>Swimmers and/or sea craft users safety compromised</li> <li>Swimmer and/or sea craft users require first aid or medical aid</li> <li>Event disrupted</li> </ul>	<ul style="list-style-type: none"> <li>Pre-race advice &amp; guidelines to swimmers &amp; sea craft users etc. (A)</li> <li>Vigilant &amp; trained officials (A)</li> <li>FIRST AIDERS &amp; FACILITIES AVAILABLE (A)</li> </ul>	2		M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
4 a	<b>Injuries from powered watercraft</b>	<ul style="list-style-type: none"> <li>• Prevailing weather conditions</li> <li>• Congested field of swimmers</li> <li>• Inexperienced users of</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers and/or sea craft users safety compromised</li> <li>• Swimmer and/or sea craft users require first aid or medical aid</li> </ul>	<ul style="list-style-type: none"> <li>• Instruct boat handlers to stay at least 20m away from all swimmers.</li> </ul>	2		M	A
		sea craft	<ul style="list-style-type: none"> <li>• Event disrupted</li> </ul>	<ul style="list-style-type: none"> <li>• Persons needing rescue to be brought to powered craft by paddler (A)</li> <li>• Pre-race advice &amp; guidelines to swimmers &amp; sea craft users etc. (A)</li> <li>• Vigilant &amp; trained officials (A)</li> <li>• FIRST AIDERS &amp; FACILITIES AVAILABLE (A)</li> </ul>				

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
	<b>Shark attack</b>	<ul style="list-style-type: none"> <li>Prevailing weather pattern</li> <li>Sea creatures attracted by noise, splashing etc.</li> </ul>	<ul style="list-style-type: none"> <li>Unable to commence race</li> <li>Disrupted or cancelled event</li> <li>Swimmers or observers injured</li> </ul>	<ul style="list-style-type: none"> <li>SURF CLUB PATROLS ON SHORE &amp; WATER (A)</li> <li>SWIMMERS ESCORTED (A)</li> </ul>	1	2	H	A
				<ul style="list-style-type: none"> <li>EVENT CRAFT ON WATER (A)</li> <li>FIRST AID &amp; FACILITIES AVAILABLE (A)</li> </ul>	4	2	3	A
b	<b>Stingers Dolphins/Seals</b>	<ul style="list-style-type: none"> <li>Prevailing weather pattern</li> <li>Sea creatures attracted by noise, splashing etc.</li> </ul>	<ul style="list-style-type: none"> <li>Unable to commence race</li> <li>Disrupted or cancelled event</li> <li>Swimmers or observers injured</li> </ul>	<ul style="list-style-type: none"> <li>WATER SAFETY PATROLS ON SHORE &amp; WATER (A)</li> <li>SWIMMERS ESCORTED (A)</li> <li>EVENT CRAFT ON WATER (A)</li> <li>FIRST AID &amp; FACILITIES AVAILABLE (A)</li> </ul>	1	2	H	A
				<ul style="list-style-type: none"> <li>EVENT CRAFT ON WATER (A)</li> <li>FIRST AID &amp; FACILITIES AVAILABLE (A)</li> </ul>	4	2	3	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
F	<b>Food poisoning</b>	<ul style="list-style-type: none"> <li>Poor food storage, transportation, handling, and preparation</li> <li>Untrained food handlers</li> <li>Food products exposed</li> </ul>	<ul style="list-style-type: none"> <li>Swimmers or supporters exposed to illness</li> <li>Adverse publicity</li> </ul>	<ul style="list-style-type: none"> <li>Vigilant &amp; trained officials (A)</li> <li>FIRST AIDERS &amp; FACILITIES</li> </ul>	1	4	M	A
		to heat or cold		AVAILABLE (A)				
	<b>Snake bite</b>	<ul style="list-style-type: none"> <li>Snakes disturbed by 'people' activity</li> </ul>	<ul style="list-style-type: none"> <li>Swimmers or supporters exposed to snake bite</li> </ul>	<ul style="list-style-type: none"> <li>Vigilant &amp; trained officials (A)</li> <li>FIRST AIDERS &amp; FACILITIES AVAILABLE (A)</li> </ul>	1	4	M	A
H	<b>Burns – hot water/hotplates</b>	Urns, kettles, barbecues set up too close to swimmers, observers and volunteers or incorrectly	<ul style="list-style-type: none"> <li>Swimmers, supporters or volunteers exposed to burns</li> </ul>	<ul style="list-style-type: none"> <li>Designated areas for appliances (A)</li> <li>Vigilant &amp; trained officials (A)</li> <li>FIRST AID &amp; FACILITIES AVAILABLE (A)</li> </ul>	1	4	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
6	<b>Reaction to ID registration mark</b>  Arm ID pen	<ul style="list-style-type: none"> <li>Some swimmers may be allergic to ink from pen used to mark their skin with race number</li> </ul>	<ul style="list-style-type: none"> <li>Adverse skin reaction from some swimmers</li> </ul>	<ul style="list-style-type: none"> <li>Consider marking head cap with race number (A)</li> <li>FIRST AID &amp; FACILITIES</li> </ul>	1	1	L	A
	sensitivity: use cap			AVAILABLE (A) <ul style="list-style-type: none"> <li>ASK PARTICIPANTS IF THEY HAVE A KNOWN ALLERGY (A)</li> </ul>				
7	<b>Sea craft</b>  <b>Foreign sea craft intruding in allocated race area</b>	<ul style="list-style-type: none"> <li>Race area is not cordoned off</li> </ul>	<ul style="list-style-type: none"> <li>Event delayed</li> <li>Safety risk to swimmers and other 'event' sea craft</li> </ul>	<ul style="list-style-type: none"> <li>Temporary race exclusion zone marked with buoys (A)</li> </ul>	2	3	M	A
8	<b>Pollution</b>	The sea water may be polluted due to presence of various substances	<ul style="list-style-type: none"> <li>Event delayed</li> <li>Safety risk to swimmers and other 'race' sea craft users</li> </ul>	<ul style="list-style-type: none"> <li>Pre-race visual check of water conducted (A)</li> <li>FIRST AIDERS &amp; FACILITIES AVAILABLE (A)</li> </ul>	1	3	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (AU)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
9	<b>Theft</b>  <i>From beach, vehicles, breakfast</i>	<ul style="list-style-type: none"> <li>Valuables left unattended or unsupervised</li> <li>Poor security over money</li> </ul>	<ul style="list-style-type: none"> <li>Adverse publicity</li> <li>Loss of revenue</li> <li>Loss of income</li> </ul>	<ul style="list-style-type: none"> <li>Swimmers, supporters and volunteers</li> </ul>	3	2	M	A
	<i>event, money held</i>	<ul style="list-style-type: none"> <li>Lack of suitable 'controls'</li> </ul>		<ul style="list-style-type: none"> <li>reminded to look after valuables (A)</li> <li>Controls for handling &amp; storing money collected during the day (A)</li> <li>Security of Organisers funds &amp; equipment (A)</li> </ul>				
10	<b>Unruly Behaviour i.e. fighting</b>	<i>Unruly person (s)</i>	<ul style="list-style-type: none"> <li>Adverse publicity</li> <li>Injury to swimmers, supporters or volunteers</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>Notify Police of event (A)</li> </ul>	2	2	M	A



RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
11	<b>Lost children</b>	<ul style="list-style-type: none"> <li>Child wanders away</li> <li>Unsupervised child</li> </ul>	<ul style="list-style-type: none"> <li>Potential injury to child</li> <li>Adverse publicity</li> </ul>	<ul style="list-style-type: none"> <li>Public announcement at beginning and throughout event (A)</li> </ul>	2	3	M	A
				<ul style="list-style-type: none"> <li>Designated location for children who have been lost (A)</li> <li>Vigilant officials (A)</li> </ul>				
12	<b>Toilet Number &amp; Type Requirements</b>	<ul style="list-style-type: none"> <li>Inadequate planning to provide sufficient toilets</li> <li>Unexpected increased numbers of swimmers and supporters</li> </ul>	<ul style="list-style-type: none"> <li>Adverse publicity</li> <li>Event disrupt</li> <li>Council involvement &amp; action</li> </ul>	<ul style="list-style-type: none"> <li>Ensure sufficient toilets including 'Disabled' (A) with DEC &amp; Council</li> </ul>	2	3	M	A
13	<b>Insurance Coverage</b>	<ul style="list-style-type: none"> <li>Insurer not notified of event</li> </ul>	<ul style="list-style-type: none"> <li>Insurer's liability may be limited</li> </ul>	<ul style="list-style-type: none"> <li>Notify insurer of event</li> </ul>	1	4	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL				ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate					
14	<b>General management of event</b>	<ul style="list-style-type: none"> <li>Unruly behaviour</li> <li>Crowd control</li> </ul>	<ul style="list-style-type: none"> <li>Insurer's liability may be limited</li> <li>Adverse publicity</li> <li>Event cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Notify all stakeholders and relevant authorities</li> </ul>	2	3	M	A	
16	<b>Inadequate Power Supply</b>	<ul style="list-style-type: none"> <li>Equipment used in excess of power supply</li> </ul>	<ul style="list-style-type: none"> <li>Event disruption</li> <li>Adverse publicity</li> </ul>	<ul style="list-style-type: none"> <li>Check with COC regarding power supply limits</li> <li>Hire generators if necessary</li> </ul>	2	3	M	A	
17	<b>Water Safety Requirements</b>	<ul style="list-style-type: none"> <li>Minimal experience of response team</li> <li>Inadequate resources</li> <li>Poor co-ordination &amp; communication</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Adverse publicity</li> </ul>	<ul style="list-style-type: none"> <li>Ensure water safety requirements are managed by an experienced and responsible organisation</li> </ul>	2	3	M	A	

## RISK ASSESSMENT MATRIX

		Consequence			
<b>People</b>	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life-threatening injuries.
<b>Reputation</b>	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or Auditor General's Office, or inquest, etc.	Intense public, political and media scrutiny. E.g.: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
<b>Legal or Statutory Compliance</b>	Minor Breach of Statutory Requirements.	Minor Legal Issues or Non-compliances and breaches of regulations.	Serious Breach of regulation with investigation or report to authority with prosecution. and or moderate fines possible	Major Breach of regulation or major litigation	Significant prosecution and fines or very serious litigation including class actions.
<b>Financial</b>	1% of Budget	2.5% of Budget	> 5% of Budget	> 10% of Budget	>25% of Budget
<b>Operations</b>	Less than 1 hour	1 hour to 1 day	1 day to 1 week	1 week to 1 month	More than 1 month

		Probability:	Historical:							
				5	Almost Certain	1	2	3	4	5
<b>Likelihood</b>	>1 in 10	Is expected to occur in most circumstances	5	<b>Almost Certain</b>	<b>M</b>	<b>H</b>	<b>H</b>	<b>E</b>	<b>E</b>	<b>E</b>
	1 in 10 - 100	Will probably occur	4	<b>Likely</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>E</b>	<b>E</b>	<b>E</b>
	1 in 100 – 1,000	Might occur at sometime in the future	3	<b>Possible</b>	<b>L</b>	<b>M</b>	<b>H</b>	<b>H</b>	<b>E</b>	<b>E</b>
	1 in 1,000 – 10,000	Could occur but doubtful	2	<b>Unlikely</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>E</b>	<b>E</b>
	1 in 10,000 – 100,000	May occur but only in exceptional circumstances	1	<b>Rare</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>H</b>	<b>E</b>	<b>E</b>

**Legend:**

E – Extreme risk – detailed action plan required.

H - High risk – needs senior management attention

M – Medium risk – specify management responsibility L – Low risk – manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to Low or Medium.

**Note.** Adapted from Standards Australia Risk Management AS/NZS 4360: 2004

# ANNEX F – TERMS AND CONDITIONS OF PARTICIPATION/ LIABILITY WAIVER EXAMPLE

1. The entry form must specify the terms and conditions under which a person agrees to participate in the event and contain a declaration of fitness for all entrants and indemnity declaration for non-members. An **example of a declaration** is shown below. If event entry is online this acknowledgement of risk must be agreed to by checking a box on the entry screen. The liability release must be signed or agreed by a parent or guardian if the swimmer is below the age of 18 years.

**Participant Acknowledgement of Risk**

In consideration of acceptance of my entry in this Event I agree that:

1. I am aware of the risks of participating in this Open Water Swimming Event.
2. I know of no medical reason why I should not participate in this Event. I acknowledge that Open Water Swimming is a strenuous and hazardous activity and I affirm that I have properly trained for and fully satisfied myself as to my physical and medical condition to compete in the Event and I consent to receive such medical aid or preventative treatment which may be deemed advisable in the unfettered discretion of Race Medical Officials and Lifesavers in the event of any injury or accident or illness to me as the result of my participation in the Event
3. I agree to, abide by and accept the rules and regulations of the Event and to accept the decisions of the Race committee.
4. I consent to the free use of my name and photograph in any newspaper promotional advertising material, video or telecast by the Event Organiser and/or its sponsors.
5. I acknowledge that:
  - a. The Event is a recreational activity which involves a risk of physical harm.
  - b. My personal property may be lost, damaged or destroyed during my participation in the Event.
  - c. The Event Organiser relies on the information provided by me and I state that all such information is accurate and complete.
  - d. That I have been warned of the risks of participating in the Event.
  - e. Notwithstanding the risks of physical harm, loss and injury inherent in participation in the Event, I agree to participate in the Event at my own risk.
6. I agree to release and hold harmless the Event Organiser its servants, employees and agents from and against any liability arising out of any injury, loss, damage or death caused to me or my property or any other person arising from or in connection with my participation in the Event whether such injury, loss, damage or death was caused directly or indirectly by negligence, breach of contract or any way whatsoever other than where the injury, loss, damage or death was caused solely by the negligence of the Event Organiser, its servants, employees or agents.
7. I agree to indemnify and hold harmless the Event Organiser, its servants, employees and agents from all claims, damages, losses, injuries and expenses arising out of or resulting from my participation in the Event.
8. I agree that the Event Organiser includes Masters Swimming Australia (including any Branch of that organisation), The Surf Lifesaving Association of Australia (and any of its State Centres, Branches and affiliated Surf Life Saving Clubs).

Signed by.....

Name..... Date.....

# ANNEX G – POST-RACE REPORT FORM

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(To be completed by the Event Referee or Event Director)

Event..... Date / /

**Host Masters Club** ..... **Event Director**  
..... **Venue** .....

## 1. Conduct of the Open Water Swimming Event

Water conditions checked by Safety Coordinator and Medical Officer Yes/ No

Course markings checked by Safety Coordinator and Course Officer Yes/ No

National Safety Policy requirements checked by Safety Coordinator Yes/ No Water temperature checked degree C.

Weather conditions .....

Course & Race Rules displayed Yes / No

Water cover personnel & officials briefed Yes / No

Competitors briefed Yes / No

Water cover met guidelines Yes / No

If No why not.....

Number of entrants MSA F.....M..... Non MSA F.....M..... Number of swimmers MSA F.....M..... Non MSA F.....M..... Number of swimmers under 18 years F.....M.....

Comments.....

## 2. Disqualifications

## 3. Incident/Injury Reports

*(This section covers injuries that occurred during the swim and any incidents that could have resulted in an injury.)* If an injury occurred was an injury report form completed? Yes/ No If an incident occurred was an incident report form completed? Yes/ No

Comments.....

## 4. Recommendations for future events

*(This section covers problems and changes that need to be looked at by Organisers, Technical Officials or State Branch.)*

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.....

**Officials in attendance**

*(Please complete the table below with the names of officials and their role / position.)*

<b>Position</b>	<b>Name/s of Official</b>	<b>Comment</b>
Event Referee		
Starter		
Chief Timekeeper		
Timekeepers		
Automatic officiating equipment operator		
Chief Judge		
Finish Judges		
Race Judges		
Turn Judge		
Safety Coordinator		
Medical Officer		
Course Officer		
Clerk of Course		

***I certify that all the CONDITIONS OF SANCTION were fulfilled at this Open Water Swimming Event***

**Event Director (Signed) .....**

**(Print Name) .....**

**Email to your Branch and [admin@mastersswimming.org.au](mailto:admin@mastersswimming.org.au)**

# ANNEX H – FINANCIAL REPORT FORM

The report below is representative of the items that need to be covered in a financial report. The proforma can be used to develop a budget for the event as well.

Event Name:		Date:	
<b>INCOME</b>			
<b>Entry Fees</b>			
	Number	Entry Fee	
Member Entries			
Non-Member Entries			
Late Entries			
<b>Sub-Total Entry Fees</b>			
<b>Sponsorships</b>			
<b>Sub-Total Sponsorship</b>			
<b>Merchandise</b>			
	Number	Price	
T-Shirts			
<b>Sub-Total Merchandise</b>			
<b>Food Sales</b>			
<b>Donations</b>			
<b>Income Total</b>			
<b>EXPENSES</b>			
Sanction Fee			
Council Fees			
Non-Member Entries			
Late Entries			
<b>Sub-Total Entry Fees</b>			
<b>Sponsorships</b>			



<b>Sub-Total Sponsorship</b>			
<b>Prizes &amp; Merchandise</b>			
	Number	Price	
Swim Caps			
T-Shirts			
<b>Sub-Total Merchandise</b>			
<b>Event Timing</b>			
<b>Water Cover</b>			
<b>Hospitality</b>			
<b>Printing/Copying</b>			
<b>Advertising</b>			
<b>Expenses Total</b>			
<b>Event Profit (Loss)</b>			