

Event Date:	Venue:		Co-Ordinator:		Max. No. Competitors: Level: Novice / Experienced Age Range:		File Ref:
CRITERIA / ACTION	SEA WATER		LAKE / RIVER / DOCK		SWIMMING POOL		COMMENTS
	Pre-Event	Event Day	Pre-Event	Event Day	Pre-Event	Event Day	
Admin & Organisation							
Confirm date							
Confirm venue							
Local Authority licence / approval							
Event team selected							
Named officials specified							
Confirm Event Co-Ordinator							
Pre-Event course survey							
Event advertised							
Entry form & disclaimer							
Event Information Pack							
Closing date							
Waiting list							
Withdrawals pre-event							



ASA EVENT CHECKLIST

CRITERIA / ACTION	SEA WATER		LAKE/RIVER/DOCK		SWIMMING POOL		COMMENTS
	Pre-Event	Event Day	Pre-Event	Event Day	Pre-Event	Event Day	
Withdrawals during event							
Specific medical considerations							
Insurance							
Public liability							
Event authorised to proceed: By whom? Medical / safety							
Pre event briefing To officials To competitors							
Presentation post events							
Post events site clearance and administration							
Medical surveillance							



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	Pre-Event	Event Day	Pre-Event	Event Day	Pre-Event	Event Day	
Where an item requires an R/A Form (A1) must be completed.							
Officials							
As per FINA Handbook							
Inter-Service Liaison							
Local Authority Safety Officer							
Coastguard							
Harbour Master							
RNLI							
Police							
Ambulance Service							
Local Hospital							
Local Media							
Water Users Representative							
Fishermans Representative							
Owners Representative							
Lifeguards							
Fire Service							
Independent Rescue							



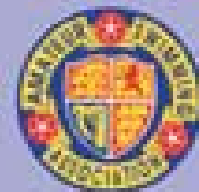
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	Pre-Event	Event Day	Pre-Event	Event Day	Pre-Event	Event Day	
RYA							
Venue							
Event history							
Course survey							
Changing facilities							
Showers & toilets (Hot/Cold Water)							
Bad weather contingency							
First Aid station							
Refreshments							
Hot food							
Towels and blankets							
Hot water bottles							
Sleeping bags							
Rescue boats launching facilities							
Specific shore side pollution							
Swimmers water access							
Swimmers water egress							
Emergency rescue points							
Feeding stations							
Public access to course							



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	Pre-Event	Event Day	Pre-Event	Event Day	Pre-Event	Event Day	
Other water based users							
Historical weather data							
Historical temperature data							
Historical water quality data							
Water quality certificate obtained?							
Location of water's origin (if applicable)							
Minimum 14c deg.							
Water obstruction data							
Weils Disease present?							
Tides & currents data							
Daylight hours data							
Timing of the event							
Check entry and egress from water to pollution/hazards							
How will the swimmers enter the water?							
If from a jetty - is it safe?							
Signage							
Is blue algae a problem?							



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Do you have a chart of facility?							
Have you discussed the course detail with those under inter-service liaison?							
Is wild-life a problem?							
Post-event refreshments							
Parking							
Feeding stations							
Observation tower							
P/A System							
BBQ Site							
Accommodation							
Course Design							
Data from surveys							
Course marking							
Obstacles marked							
Map of course							
Spectator viewing areas							
Alternative venue							
What is the criteria? Pollution ,weather							
Who makes decisions: safety officer, referee.							



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Safety Considerations							
Motorised rescue boats							
Brief teams							
Access to emergency 4x4 vehicles							
Numbers required							
Swimmers escort							
kayaks							
Boat per person?							
Numbers required							
Lifeguards available?							
Competence of safety boat crew							
Event medical response team min First Aid at Work certificate							
Event medical support							
Major incident plan							
Whose decision alters event							
Radios							
What is the emergency channel?							
Batteries charged?							



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	Pre-Event	Event Day	Pre-Event	Event Day	Pre-Event	Event Day	
Batteries spares?							
Mobile phones							
Radio blank spots							
Radio interface with local ES							
Designated evacuation point							
Change of course contingency							
Up to date weather forecast							
Restriction to other water users							
Danger of sudden water changes							
Danger of sudden climatic change							
Depth of water							
Temperature variation due to low temperature inversion							
Visibility of whole course							
Jellyfish							



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	Pre-Event	Event Day	Pre-Event	Event Day	Pre-Event	Event Day	
Prevailing wind							
Availability of Sub-Aqua (Rescue)							
Loud hailers							
Log of event and appoint recorder							
Insurance							
Identification of swimmers							
Nominated hospital/AE dept							
Finishing procedure							
Cut off time & evacuation							
Recording of accidents to the ASA							
Safety briefing to competitors and officials							
Safety briefing to staff							
Recording apparatus							
Training of rescue craft drivers							



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Competence of rescue craft drivers							
Training/competence of rescue kayaks							
Swimmers identified by hat and number							
Check against presence							
Brief competitors							
Compulsory wearing of hats							

