



# RETURN TO SWIMMING

a step by step, phased-in approach for Swim Sask Members

June 16, 2020

## STEP 1: OUTDOOR TRAINING (includes Open Water)

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## **LEGAL DISCLAIMER**

Swim Saskatchewan Inc. has prepared this document based on the latest information available to date from third-party sources, including Swimming Canada and Saskatchewan Health Authority (SHA). The document will be updated periodically as the situation around the COVID-19 pandemic evolves and more information comes available.

This document is meant to provide information and guidance as to best practices based on current information available as per the publication date. It also outlines requirements that clubs must adhere to in order to have events and activities approved/sanctioned by Swim Sask.

Each club is responsible for assessing the risks in their particular environment and establishing the appropriate safety procedures to minimize those risks, while following the advice and instructions of public health, government authorities, including facilities.

Additionally, it is an individual's responsibility for assessing his or her personal risks in consultation with medical professionals and for the outcome of his or her decisions and actions.



## INTRODUCTION

We are pleased to provide a step by step, phased in approach, Swim Sask Return to Swimming document, to help guide our members as they seek ways to return safely to swimming as we transition from virtual training to outdoor training in small groups and eventually a return to the water.

We must re-imagine our sport as we begin to re-open our communities through the COVID-19 pandemic. As the Government of Saskatchewan relaunches our economy, it will remain vital that our return to swimming effort be done in the safest way possible and to continue to follow all guidelines and restrictions that have been put in place through the Saskatchewan Health Authority, the provincial government and local municipalities.

As the swimming community begins to slowly relaunch some of the activities of our sport, including outdoor training and our eventual return to facilities and pools, both the patience and support of the Swim Sask membership and swimming community will be needed to ensure collectively that our actions are in line with Swimming Canada, Swim Sask, Sask Sport, The Sask Health Authority and other provincial and municipal regulations and orders. By working together, the swimming community can ensure the safety of our athletes and entire membership as we return to the sport of swimming, a sport that ignites the passion in all of us.

Swimming is a sport for life and as such we must consider the varying ages and stages of our membership and their potential risk to COVID-19 as well as their ability to adhere to the protocols and safety measures to participate in our sport safely.

The situation and information around COVID-19 continues to evolve quickly. The information in this document is based on the best information available at the time of publication. Swim Sask will continue to monitor the situation very closely and will update this document accordingly.

This document will be updated, and remaining steps will be added as information is available. This document is best used electronically as a pdf to access all hyperlinks.

We will continue to ensure that the health of our members and our communities remain as our number one priority as we continue to provide leadership in how the sort of swimming returns to 'sport'.

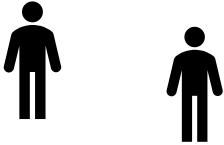
Please reach out with any questions you may have or any guidance you may need.

Marj Walton  
Executive Director  
306-780-9238 or [marjwalton@swimsask.ca](mailto:marjwalton@swimsask.ca)










## SASKATCHEWAN PUBLIC HEALTH MEASURES

The following Saskatchewan Public Health Measures remain in place through all five phases of the Re-Open Saskatchewan Plan:



**Ensuring physical distancing of at least 6 feet or 2 meters must be maintained wherever possible. Individuals should continue working from home if they can do so effectively.**

	<b>Personal hygiene will continue to be a key prevention measure. Frequent handwashing and sanitizing.</b>
	<b>Staying informed, being prepared and following public health advice</b>
	<b>Regular cleaning and disinfection.</b>
	<b>People must stay at home when they are sick.</b>
	<b>Consider use of PPE where available and appropriate.</b>
	<b>Keep staff who demonstrate or report COVID-19 symptoms out of the workplace.</b>
	<b>Vulnerable individuals, such as seniors and those with underlying health conditions, should continue to exercise caution and minimize high-risk exposures, such as public outings.</b>



### OVERVIEW

As we begin our return to Swimming through a step by step, phased-in approach it is important to recognize that Swim Sask is focused on the safety of our membership, specifically our athletes, as well as our coaches, volunteers, staff and families involved in the sport.

The return to swimming, will be a gradual and phased process. Swim Sask will follow the lead of the Saskatchewan Health Authority (SHA) and Government of Saskatchewan and begin our return to swimming with outdoor activity as re-iterated in the [Government of Saskatchewan's June 16, 2020 update](#) "outdoor gatherings are better than indoor gatherings" and move towards to resuming activities as permitted in outdoor and indoor pools and facilities and eventually competitions.

On May 29, 2020 Swimming Canada released Version 1 of the Return to Swimming Resource Document. Swim Sask has been working closely with Swimming Canada in the development of the Return to Swimming Resource Document and will continue to work closely and provide input into future versions of the resource document. It is important that our activities and return to sport align with the guidance and advice of Swimming Canada. Swim Sask has also been working with Sask Sport, various facilities, and Aon Reed Stenhouse (Insurance Provider) to ensure we understand the provincial "Re-Open Saskatchewan" strategy and how we can safely return to the sport of swimming.

Club's should work closely with their local facility/municipality to understand any different restrictions and limitations. Facilities may also open at different times across the province. Clubs should not be developing any guidelines or protocols that are independent or misaligned with Swim Sask, Swimming Canada or SHA. Any additional restrictions or requirements of a club's local facility/municipality should align with Swim Sask, Swimming Canada, and SHA.

As restrictions are gradually lifted, documents prepared by Saskatchewan Health Authority will prevail as the ultimate guide for the timing of each phase.

### REFERENCES

The Swim Sask Return to Swimming Document is to be used in conjunction with and use these documents together as you proceed to re-open swimming in your Saskatchewan community.

- [Swimming Canada Covid-19 Return to Swimming Resource Document](#)
- [Swimming Canada: Overarching Health, Medical and Safety Considerations: General Information about COVID-19 and Swimming](#)
- [Government of Saskatchewan Re-Open Saskatchewan COVID-19 updates](#)
- [Government of Saskatchewan Re-Open Saskatchewan Document](#)
- [Swimming Canada Open Water Safety Guidelines](#)
- [Government of Canada – COVID-19](#)
- [Government of Sask - COVID-19](#)

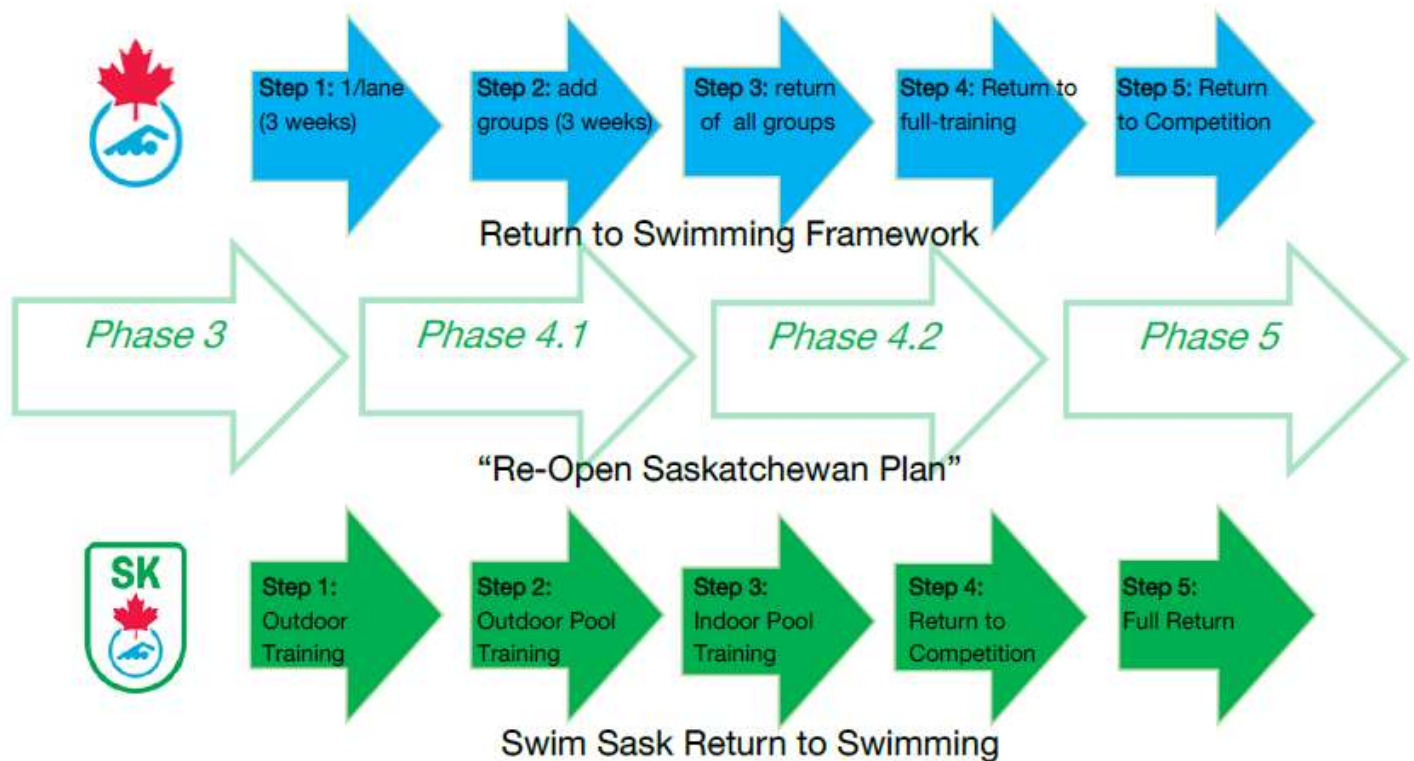




## SWIM SASK RETURN TO SWIMMING STEPS

Each step of the Swim Sask Return to Swimming will require all affiliated clubs and registered members to adhere to ALL the following conditions:

- The Federal and Provincial Governments imposed relevant restrictions.
- The Government of Saskatchewan implementation of the “Re-Open Saskatchewan” strategy – a safely staged COVID-19 recover plan to relaunch our economy.
- Municipal Government restrictions related to organized sport access to swimming pools, gymnasiums, fields, and fitness centres etc.
- Swim Sask’s return to Swimming requirements, including any additional protocols, restrictions and guidelines that may be updated.
- Submission of any required club declarations, waivers, and participant Acknowledgment of Risk forms, and
- Individual Club Return to Swimming Guidelines that have been developed in conjunction with your local facility.





## STEP 1: OUTDOOR TRAINING (includes Open Water)

### Phase 3 of the Re-Open Saskatchewan Plan

The return to activity must only be initiated once municipal, provincial, and federal regulations permit the resumption of this type of activity. Effective June 8<sup>th</sup>, 2020 The Government of Saskatchewan has permitted the return to Outdoor Recreation and Outdoor Sport. Please refer to the [Re-Open Saskatchewan document: Guidelines for Outdoor Sports and Activities as well as Outdoor Recreation \(pages 70-79\)](#) for specific requirements.

Swimming in Saskatchewan will return in a step by step, phased in approach. We can now transition to an Outdoor Training which includes Open Water Swimming for the purpose of fitness and conditioning (not skill development) led by a registered coach.

Swim Sask does not sanction the use of private home pools.

Clubs, Coaches, Swimmers and Members **MUST** be familiar with and adhere to the [Overarching Health, Medical and Safety Considerations: General Information about COVID-19 and Swimming that can be found within the Swimming Canada Return to Swimming Resource document.](#)

### Risk Assessment

- A club **MUST** meet the minimum standards provided in these requirements and guidelines to offer any training activity.
- Clubs must be able to provide/ensure that they have followed current restrictions and requirements to ensure they have established a clear 'duty of care'.
- In assessing their own risk in their environment, a member club may use stricter guidelines.
- Clubs must ensure that strict exclusion policies are in place for children/youth, staff and volunteers who are ill.
- Implement absenteeism/attendance policies that support staff, volunteers and children/youth to stay home if exhibiting symptoms of COVID-19, if in quarantine (self-isolation) due to exposure of COVID-19, or if taking care of someone who has COVID-19 (e.g. consider partial refunds, discourage the use of perfect attendance awards and incentives).
- **OPEN WATER:** An Emergency Action Plan must be publicly posted for members to view and understand for Open Water activities. This plan may need to change slightly depending on each open water location.



## STEP 1: OUTDOOR TRAINING (includes Open Water) continued

### Phase 3 of the Re-Open Saskatchewan Plan

#### **Requirements (a minimum of 3 working days prior to the requested start date)**

- Clubs must submit the following forms:
  1. Outdoor Training Club Declaration
  2. A list of coaches and athletes that are requesting participation in the training.
- All swimmers (or parents/guardians if under 18 years of age) and coaches must sign an electronic [Swimming Canada-Swim Sask Acknowledgment and Assumption of Risks Form](#). Clubs will only be approved once all Assumption of Risk Forms have been received by Swim Sask.
- Clubs must also have completed and available a written training plan available upon request of Swim Sask. Teach children/youth in age-appropriate and non-stigmatizing language how to identify symptoms of COVID-19 and instruct them to speak to a staff member immediately if they are experiencing symptoms.
- Clubs should ensure that all members, coaches, and staff are aware of all requirements and guidelines and have these posted in a publicly accessible location such as the public portion of your website.
- Follow directions from SHA about entry screening of children/youth, staff and volunteers for symptoms of COVID-19 or for exposure to COVID-19 in the past 14 days, before allowing the child/youth, staff or volunteer to access the setting.
- All members must stay at home if ill with symptoms of COVID-19 until criteria to discontinue isolation have been met, in consultation with the local public health authority (PHA) or healthcare provider.
- Strengthen communication strategies (including accessible [signage](#)) about staying at home when exhibiting symptoms of/or after exposure to COVID-19 to children/youth, families, staff, volunteers in languages/formats appropriate for age.
- Group sizes must comply with the public gathering restrictions with physical distancing measures.
- Notify the SHA promptly of unusual situations, such as when absenteeism of children/youth or staff is greater than would be expected, or when illness is observed or reported.
- Outdoor activities to be cancelled due to inclement weather.
- Ensure the space is available and is booked with any required permits as per local municipality requirements.

#### **Athlete Priority**

- A small controlled group should be selected and limited to mature athletes capable of independently adhering to strict physical distancing guidelines.
- Only swimmers who can successfully complete training without any physical manipulation and are not immunocompromised should be included in this step.





## STEP 1: OUTDOOR TRAINING (includes Open Water) continued

### Phase 3 of the Re-Open Saskatchewan Plan

#### Travel

- If carpooling must occur, physical distancing should be maintained as much as possible, including having people sit in the backseat
- Outdoor training and open water swimming should be limited to local opportunities.
- No inter-provincial or international travel.
- If not driving themselves, swimmers should be dropped off outside the location.
- Parents (or those driving athletes) must remain in their vehicles and at a safe distance from others for the duration of the training session.

#### Parents/Spectators

- Parents are asked to drop off and pick-up swimmers at a designated time and location.
- Spectators are limited at this time to ensure that we adhere to the physical distancing requirements.

#### Arrival

- Swimmers must arrive dressed appropriately on arrival as there are no changerooms open at this time (i.e. in their swimsuit for Open Water).
- Coaches must arrive at least 5 minutes prior to swimmers.
- State entry point for all participants, including where to park
- Swimmers should arrive at the facility no more than 15 minutes ahead of the scheduled start of the training session.
- Entry point should provide the most direct pathway.
- Swimmers must adhere to the guidelines such as directions to enter/exit, etc.

#### Group Size:

- Maximum of 30 people.
- Intense aerobic or physical training can be offered when four metres of physical distancing can be maintained at all times.
- Lower intensity activity (e.g. yoga) can be offered if two metres of physical distancing can be maintained at all times.
- To ensure people maintain appropriate separation, use tape, markers, paint and signage.

#### Equipment

- All swimmers and coaches **MUST** bring own equipment, towel, mat, bands, water bottle, etc.
- **NO SHARING**
- All belongings should be packed in a personal bag.
- Clubs must provide staff/coaches with any protective items (PPE) required by the health authorities and ensure that each member of the staff washes and/or sanitizes their hands regularly in accordance with established guidelines or expectations



## STEP 1: OUTDOOR TRAINING (includes Open Water) continued

### Phase 3 of the Re-Open Saskatchewan Plan

#### Training content

- Instructions should be sent out via group electronic message in advance of the session (no one on one communication).
- In Person instructions should be given while maintaining physical distancing.
- Create visible markers to indicate appropriate spacing.
- Leave enough time between workouts and between land and water work to ensure that you can maintain physical distancing and hygiene protocols.
- Ensure there is a plan in place for linking land and water sessions ensuring that you can maintain all physical distancing and hygiene protocols.

#### Athlete Interactions/Interventions

- Develop processes to deliver feedback post workout via online platform (always in a group setting).
- Daily Mental Health Check Ins.

#### Departure

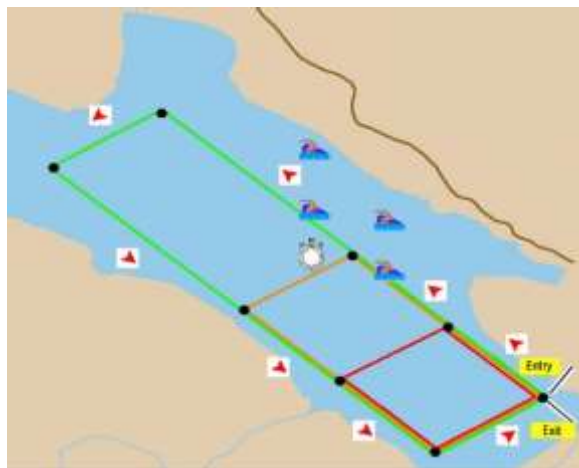
- All swimmers should leave as quickly as possible following the conclusion of the training session.
- Once all swimmers have left the training area, all staff should leave as quickly as possible
- Once out of the training area, all swimmers and staff should use hand sanitizers to disinfect hands.
- Once out of the training area, all swimmers and staff should go directly to their vehicle and return home.

#### OPEN WATER

- Clubs should follow the information available in [Swimming Canada's Open Water Swimming Safety Guidelines](#) document
- Clubs must complete the Open Water Checklist.
- Clubs must complete an Emergency Action Plan (EAP), Template included. EAP must be posted at site for members to view.

#### OPEN WATER Format

- Swimmers must maintain the current physical distancing requirements, with the safety personnel/coach nearby. Clearly designate entry and exit points. See example below:





## STAKEHOLDERS ROLES & RESPONSIBILITIES

Include but are not limited to:

- Swimming Canada**
  - Lead in the development and updating of the Return to Swimming Plan
  - Publish Plan and Support Documents
  - Promote plan nationally
  - Educate Provincial Sections & CSCA, SC Staff and Coaches, HPC athletes
  
- Swim Sask**
  - Adopt and promote a provincial return o swimming plan with provincial stakeholders with guidance from National Framework
  - Promote and follow all Provincial guidelines
  - Educate clubs (head coaches/presidents)
  - Monitor club implementation and offer ongoing club support
  - Feedback to Swimming Canada, CSCA and facilities
  
- Sask Sport**
  - Liaise and work collaboratively with the Government of Sask and advocate for a safe return to sport for all Provincial Sport Governing Bodies.
  - Educate and Inform
  
- Canadian Swim Coaches Association (CSCA)**
  - Promote National and Provincial plans
  - Provide education opportunities for coaches nationally
  - Feedback to Swimming Canada and Provinces
  
- Clubs**
  - Adhere to all Provincial, Municipal and Facility specific guidelines
  - Adhere to Swim Sask Return to Swimming Plan
  - Promote plan with facility and stakeholders
  - Establish a Club plan (with facility if required); Monitor implementation and adjust plans as needed
  - Ensure Coaches, Swimmers and Parents are informed
  - Complete the CLUB DECLARATION: COVID-19 OUTDOOR TRAINING (includes Open Water) form (page15)
  - Ensure Swimmers complete the [ONLINE Swimming Canada Acknowledgement and Assumption of Risk Form](#) prior to participating in any club outdoor activity
  - Ensure that the Open Water Checklist (page 16) and EAP (page 17) is completed if engaging in open water training.
  - Feedback to Swim Sask and Facility Managers
  - Adhere to the Training Group Protocol for a positive COVID-19 test found in: [Swimming Canada's: Overarching Health, Medical and Safety Considerations: General Information about COVID-19 and Swimming.](#) (page 8)
  
- Head Coach**
  - Adhere to all Provincial, Municipal and Facility specific guidelines
  - Adhere to Swim Saskatchewan Return to Swimming Plan
  - Educate staff coaches on the plan and expectations
  - Educate swimmers on the plan and expectations
  - Monitor implementation and adjust plans as needed
  - Lead by example
  - Feedback to Club President and Swim Sask
  - Maintain Contact list of those outside your home and training group.
  - Remain consistent with your training group and coach. No movement between groups and coaches.
  - Complete Daily Screening Log (page 14)
  - Complete Daly Screening prior to beginning work



## STAKEHOLDERS ROLES & RESPONSIBILITIES continued

### Coaches

- Adhere to all Provincial, Municipal and Facility specific guidelines
- Adhere to Swim Saskatchewan Return to Swimming Plan
- Educate swimmers on the plan and expectations
- Monitor implementation and adjust plans as needed
- Lead by example
- Feedback to Head Coach
- Maintain Contact list of those outside your home and training group.
- Remain consistent with your training group and coach. No movement between groups and coaches.
- Complete Daily Screening Log (page 14)
- Complete Daly Screening prior to beginning work

### Swimmers/ Parents

- Adhere to all Provincial, Municipal and Facility specific guidelines
- Adhere to Swim Saskatchewan Return to Swimming Plan
- Lead by example
- Feedback to Coaches, including notification if they have a negative response to the Health Monitoring questions
- Complete the [ONLINE Swimming Canada Acknowledgement and Assumption of Risk Form](#) prior to participating in any club outdoor activity. Parents must complete for minors.
- Remain consistent with your training group and coach. No movement between groups and coaches.
- Maintain Contact list of those outside your home and training group
- Complete Daly Screening prior to beginning training

### Staff/Volunteers

- Adhere to all provincial, municipal and facility specific guidelines outlined in plans
- Lead by example
- Feedback to Coaches
- Maintain Contact list of those outside your home and training group.
- Complete Daly Screening prior to beginning work



## SHA DAILY SCREENING CHECK LIST

Prior to each training session athletes and coaches must indicate if they have any of the following:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

You can obtain a referral to a community testing centre by phoning:

- HealthLine 811
- Your family physician
- Your nurse practitioner

Please call HealthLine by dialing 811. If you have questions regarding COVID-19 and your health. HealthLine 811 can help you with screening for COVID-19 to determine if a test is recommended for you and refer you for testing.

All Saskatchewan residents should be familiar with [self-monitoring](#) and [self-isolation](#) precautions, in order to keep you and those around you safe.

To protect yourself while out in public, wash your hands frequently and maintain a safe distance from others.

If you have questions about COVID-19, you can:

- Call HealthLine 811
- Access the most up-to-date news and information on [www.saskatchewan.ca/COVID19](http://www.saskatchewan.ca/COVID19)
- Email [COVID19@health.gov.sk.ca](mailto:COVID19@health.gov.sk.ca)





## DAILY SCREENING LOG: COVID-19

for contact tracing purposes

Club Name:

Date and time of session:

Lead Coach:

All swimmers and coaches must be included in this log. The log can be electronic or completed on site by a responsible adult. The information collected on this document is being collected to assist in the management of the Covid-19 pandemic. This information will be kept in a safe and secure location and will be provided to SHA if it is requested for contact tracing services. This log must be provided to Swim Sask upon request. The club will not use this information for any other purpose and will destroy this record after six weeks.

Adhere to the Training Group Protocol for a positive COVID-19 test found in: [Swimming Canada's: Overarching Health, Medical and Safety Considerations: General Information about COVID-19 and Swimming.](#) (page 8)

Swimmer/Coach Name	Daily Health Monitoring Confirmation <i>Did you answer 'NO' to all Health Monitoring questions prior to coming to practice?</i>
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO



# CLUB DECLARATION: COVID-19 OUTDOOR TRAINING (includes Open Water)

Club Name: \_\_\_\_\_

Clubs wishing to engage in outdoor training activities must ensure they follow any provincial and local rules with respect to participation numbers, booking space as well as any other requirements outlined by the provincial or local authorities. In addition to following the rules, programs must also ensure that there is a plan in place that is understood and will be followed by all staff, participants, and spectators to ensure the safety of all participants. All of the following must be received by Swim Sask prior to approval being considered:

1. Send list of registered coaches and athletes that are requesting participation in the training to [marjwalton@swimsask.ca](mailto:marjwalton@swimsask.ca)
2. All swimmers and coaches have completed [ONLINE Swimming Canada Acknowledgement and Assumption of Risk Forms](#).
3. List ALL Greenspaces and Open Water that will be used for outdoor training  
Note: (add extra sheet to provide a complete list if not enough space below).

Complete and return this document [marjwalton@swimsask.ca](mailto:marjwalton@swimsask.ca) for approval PRIOR to beginning any activity.

Please list Greenspaces and Open Water Locations that will be used	Requested Dates/Times

I hereby declare that the above-named club has a written plan that follows the Re-Open Saskatchewan rules for outdoor activity and adheres to SHA public health policies to ensure member safety and aligns with the requirements of Swim Sask and that:

- the club plan has been publicly posted and communicated it to all members who will attend outdoor training
- only Swim Sask registered swimmers and coaches will participate in Outdoor Training and Open Water activities offered
- the activities provided are for conditioning and fitness only.

I understand that there is no liability or legal defence coverage for our club as per the [Contagion Exclusion Endorsement](#) with our Insurer.

Club President's Name: \_\_\_\_\_

Club President's Signature and Date: \_\_\_\_\_

Other Club Board Member Name and Position: \_\_\_\_\_

Other Club Board Member Signature and Date: \_\_\_\_\_

Club Head Coach Name: \_\_\_\_\_

Club Head Coach Signature and Date: \_\_\_\_\_



# CLUB DECLARATION: COVID-19 OPEN WATER CHECKLIST

Club Name: \_\_\_\_\_

Open Water Location: \_\_\_\_\_

Date and Time \_\_\_\_\_

<b>In order for a club training group to be considered as an approved (insured) activity, the following checklist must be completed and submitted to <a href="mailto:marjwalton@swimsask.ca">marjwalton@swimsask.ca</a> for approval. Please include a list of swimmers and coaches who will attend. Reference: <a href="#">Swimming Canada Open Water Safety Guidelines</a></b>	<b>YES/NO</b>
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1	Does the coach have experience coaching swimmers who have attended any sanctioned open water events and has the coach attended the open water competition with the swimmers and actively participated in their preparation?	
2	Are the swimmers over the age of 11, and have they competed in a sanctioned open water event?	
3	Are all coaches and swimmers registered members of Swim Sask?	
4	Do you have a designated and experienced NLS certified safety person, kayaking alongside or accompanying on the shoreline line? And do you have the necessary # of boats/accompanying safety persons for the # of swimmers you have training, maintaining a 1:10 ratio (safety person to swimmers)? A safety person is NOT a swimmer or coach participating in the training. The individual is designated solely as the safety person for the open water training activity.	
5	Have you completed a review of the body of water to be used for training, considering water temperature, safety considerations (water quality, visibility, access points, current and expected water conditions, man-made and natural obstacles)?	
6	Is the route the swimmers will be using visible at all times by the coach and/or safety person?	
7	Has an emergency action plan (EAP) detailing the chain of command and what happens during and after any emergency, been developed?	
8	Have all swimmers and/or parents signed the Acknowledgement and Assumption of Risks form?	
9	Has your club board reviewed the checklist, the emergency action plan, and confirmed all items have been completed satisfactorily by signing the checklist and retaining on file? Has your club met any additional provincial section requirements?	
10	The club has a written plan that follows the provincial rules for outdoor physical activity, that the plan aligns with the requirements of Swim Sask, that the plan has been published or posted, and that the plan has been communicated to all members who will attend outdoor training.	
11	Ensure provincial and/or local rules will be adhered to with respect to participation numbers, booking space as well as any other requirements outlined by the provincial or local authorities. In addition to following the rules, programs must also ensure that there is a plan in place that is understood and will be followed by all staff, participants, and spectators to ensure the safety of all participants.	

Should a club/coach answer "NO" to any of the questions, the club will need to work with Swim Sask to determine if open water training can be considered as an approved (insured) activity, with the risks mitigated. If risk mitigation is not possible then coach led open water training should not be undertaken.

Club President's Name: \_\_\_\_\_

Club President's Signature and Date: \_\_\_\_\_

Other Club Board Member Name and Position: \_\_\_\_\_

Other Club Board Member Signature and Date: \_\_\_\_\_

Club Head Coach Name: \_\_\_\_\_

Club Head Coach Signature and Date: \_\_\_\_\_



# TEMPLATE OPEN WATER EMERGENCY ACTION PLAN

**Coach Name:**  
**Practice location:**

**Group:**  
**Date:**

### LOCATION INFORMATION

Facility Name: Facility Phone Number:  
Facility Address:  
Directions to reach the facility from a major intersection:

### KEY CONTACT INFORMATION

Person in charge at the time of your practice:  
In case of emergency who will make 911 call:  
Or other alternates who would make the 911 call:

### EMERGENCY ITEM LOCATIONS

Location of Emergency Phone & Phone Numbers:  
(Identify special instructions to make an emergency call)  
Location of First Aid Kit:  
Location of Spine Board:  
Location of Defibrillator: Location of Medical and Contact Information for Swimmers:  
Secure Location of swimmer profiles with up-to-date information:  
(Including medical & emergency contact information.)

*Include a Map of the training area*

**In the space provided, please outline the steps that you follow  
at the training location when an incident occurs:  
Detailed STEPS**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10