

Document	MARSHAL -- NPDC Job Description
Version	Draft 1.0
Date	April 24, 2001

Job Name	MARSHAL
Summary	Provide for 1. SAFETY of Athletes, Coaches, Spectators and Workers 2. CLEANLINESS of Team Areas 3. EQUITY in viewing
Pre-Meet	<input type="checkbox"/> procure school district blank accident report forms (if necessary) <input type="checkbox"/> procure Naperville Park District blank accident report forms <input type="checkbox"/> identify Head Marshal for each session <input type="checkbox"/> procure three walkie talkies (not every marshal needs a walkie-talkie) <input type="checkbox"/> hold Marshal Meeting: <input type="checkbox"/> assign marshal workers to areas <input type="checkbox"/> designate floating marshal to relieve other marshals <input type="checkbox"/> handout <i>Meet Safety Guidelines</i> to each marshal and each Park District Rep. <input type="checkbox"/> discuss <i>Meet Safety Guidelines</i> (see attached) and Marshal Guidelines
During Meet	1) Enforce <i>Meet Safety Guidelines</i> 2) Administer First Aid if necessary 3) Rotate periodically at discretion of Head Marshal 4) If accident occurs, follow accident procedures in <i>Meet Safety Guidelines</i>
Post-Meet	<input type="checkbox"/> turn in school district accident reports to aquatics director and NPD accident reports to meet director <input type="checkbox"/> turn in walkie-talkies <input type="checkbox"/> make sure teams are cleaning up their areas
Supplies	<input type="checkbox"/> blank accident report forms – school district (if necessary) <input type="checkbox"/> blank accident report forms – NPD <input type="checkbox"/> first aid kit
Notes	see <i>Meet Safety Guidelines</i> attachment.

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## MEET SAFETY and EQUITY GUIDELINES

### **IN CASE OF EMERGENCY:**

<b>Type</b>	<b>Example</b>	<b>What To Do</b>
Major	Injury, Fire	<b>Call 911</b> , if fire, first pull fire alarm. If injury, call 911 serious and fill out school district (if necessary) and Naperville Park District accident report.
Minor	Impudent person, uncooperative child/adult.	<b>Call Meet Director</b> , who will be on deck at start of meet and roaming around after that. Meet director will have a walkie-talkie. If the person does not cooperate, the Aquatics Director (if available and agreeable) can eject the person. If no Aquatics Director is available, call 911 for the police.

### **Spectator Rules for City Championship Meet.**

- 1. No setup of chairs.**
- 2. No saving of seats. Please "scotch" in to the middle of a row to make room.**
- 3. No swimming gear in stands.**
- 4. Swimmers who are watching siblings should only be there for a short while. If they are there more than 15 minutes, they are probably not watching a sibling. There are no events that take 15 minutes to complete.**
- 5. No bringing blankets or towels into stands.**

**Note: It's OK to bring things into the stands (purses, newspapers, etc.) but they should not be used to save seats.**

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**ROTATION:**

There are several marshals. Please rotate positions every once in a while. Head marshal to determine rotation. Do not leave an area unstaffed.

<b>Position</b>	<b>Area</b>
a	Cafeteria to Team Area
b	Team Area to Locker Room
c	Viewing Stands to Pool Vestibule
d	locker room and worker entrances
e	pool deck

**WATCH FOR:**

**Cafeteria to Team Area: (position a)**

- don't let people rough-house
- don't let areas get too messy

**Team Area to Locker Room: (position b)**

- don't let people rough-house
- don't let areas get too messy. Each team is supposed to have a designated person/persons to supervise their own team area. Try to find out who that person is and if things are getting too messy or kids are goofing off too much, ask them to supervise better

**Viewing Stands to Pool Vestibule (position c)**

- don't let anyone stand at or lean on the railing
- don't let swimmers camp out or bring or leave belongings in the stand
- **don't let people save seats**
- no flash photography at start of an event

**Locker Room and Worker Entrances (position d)**

- *athletes* through the locker room doors only
- *officials, workers or coaches* only through the worker entrances or locker room doors
- *see Note to Malingerers below*

**Pool Deck (position e)**

- no running on deck (ask a child/adult to walk)
- no swimmer belongings shall be left on the deck

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- don't let anyone but the following be on deck:
  1. *officials* (have a patch on shoulder that says "IHSA Official")
  2. *coaches* (must have coach sticker, ask them for it if you don't see one)
    - . Limit of five (5) coaches per team at any time on deck.
  3. *workers* (have a sticker with their name and job on it)
  4. *athlete* who is staged or completing an event. Athletes who have completed their event should leave the deck after talking to their coach.
- *see Note to Malingerers below*

*Note to Malingerers:* If there are people milling around on deck that don't fit into one of the above categories, politely ask them to leave the deck. If you have problems with someone and you would like assistance, please contact the Meet Director. If someone claims they are a worker and does not have a sticker, please ask them to leave and go to the workers table to get assigned a job and put on a nametag.