

PVS Safety Coordinator – Job Description

It is the responsibility of the PVS Safety Coordinator to promote safety throughout the PVS community. The Safety Coordinator is the liaison between the national organization and the LSC in all matters relating to safety. The Safety Coordinator reports to the PVS Board of Directors under the Operations Division.

The Safety Coordinator:

- Develops safety education programs for the LSC and makes recommendations to the PVS Board of Directors.
- Disseminates safety information and required forms to all PVS member clubs, coaches, and officials.
- Communicates regularly with Club Safety Coordinators.
- Serves as liaison between USA Swimming/PVS and Club Safety Coordinators.
- Is responsible for providing reports of injuries within PVS at each Board and House of Delegates meeting as required.
- Prepares and distributes facility checklists, safety checklists and emergency action plans to be used by facilities used by PVS for sanctioned competition.
- Provides input and periodically reviews PVS warm-up guidelines.
- Arranges water safety training opportunities as needed in the LSC.
- Contacts USA Swimming, with knowledge of the General Chairman unless otherwise agreed to, with safety questions and concerns.
- Provides information for compliance with USA Swimming and PVS safety regulations.
- Reviews the LSC safety programs and club level programs to ensure they are up-to-date and consistent with best practices.
- Reviews completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence.
- Sends completed Report of Occurrence forms to USA Swimming and Risk Management Services immediately after receipt.
- Prepares and distributes facility checklists, safety checklists and emergency action plans to be used by clubs.
- Promotes safety as a topic to be discussed at coaches and officials' meetings.
- Is an ex-officio member of the Officials Committee.