

Meet Director's Handbook



Virginia Gators
Charlottesville, VA
Roanoke, VA

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Acknowledgement

Much of the information presented in this handbook is taken directly from, or modified from, the *Meet Director's Handbook* developed by the North Carolina Swimming LSC.

Handbook Philosophy

This handbook has been developed as a tool for the planning and running of USA Swimming sanctioned swim meets by the Virginia Gators. Because we frequently run meets in other than our home pool, and also because we run meets at different levels (A/BB/B/C, A/BB Champs, etc.), the handbook has been written in a very generic fashion. An emphasis has been placed on what needs to be done, rather than on the specifics of how to do a particular item. By taking this approach, the hope is that this handbook provide a basic template that can be used to run any level meet in any given venue.

Version Note

This version of the handbook is based on the *2002 USA Swimming Rules and Regulations* and the 10/6/2001 version of the *Responsibilities of the Meet Director* (RMD) publication from the VSI Technical Planning Committee. Although we have attempted to incorporate the current version of the RMD into this handbook, it should be remembered that the current version of the RMD should always be consulted and that if there are discrepancies between the handbook and the current version of the RMD, the RMD always wins. Prior to beginning the planning for a meet, it is imperative that the latest version of the RMD be obtained from the VSI website (www.virginiawswimming.com).

The Meet Director

Although the *Meet Director's Handbook* has been designed as an aid to the Meet Director running a swim meet within Virginia Swimming, Inc. (VSI), it must be remembered that the rules and policies of USA Swimming and VSI always take precedence over what is in this document. Thus, it is imperative that the Meet Director be familiar with the latest versions of the *USA Swimming Rules and Regulations*, the *Virginia Swimming, Inc.-Policies* manual, and the *VSI Responsibilities of the Meet Director* publication.

Few individuals have the ability to contribute to the sport of swimming as does the Meet Director. The Meet Director's primary goal is to host a well-organized and efficiently run meet in which the athletes are provided with an excellent competitive environment. Swim meets are for swimmers and should be fun and character building. They should be designed with the best interest of the swimmers in mind. Excessively long or unorganized meets are not conducive to quality swimming. Secondly, swim meets can be a significant fund raising source to the host club. The Meet Director should be ready to inspire the many volunteers who will be required to run the meet successfully.

Meet Directors should not assume any other meet responsibilities during the meet. They must be available to answer questions, resolve problems, and generally keep everything operating efficiently. They must keep a cool head, an open ear, and a gracious smile, remembering that most participants at swim meets-swimmers, coaches, officials, volunteers, and spectators-are sincere and honest in their intentions, and are best treated with courtesy and respect.

Meet Management – A General Overview

From the point of view of the Meet Director, meet management can be divided into three separate phases that include pre-meet, during the meet, and post-meet responsibilities.

The pre-meet responsibilities of the Meet Director include securing the swim venue, obtaining the meet sanction, lining up volunteers for all the positions that need to be staffed during the meet, and ensuring that all pre-meet functions have been taken care of. The Meet Director may personally perform as much or as little of these functions as they desire, although most often the Meet Director will function by assigning various committees to complete the pre-meet responsibilities. While the Meet Director has the primary responsibility for putting the meet together, the Meet Director should consult with the Meet Referee when putting the meet invitation together, and when planning for the technical aspects of the meet.

Once warm-ups begin at the first session of the meet, the Meet Referee assumes full control of the technical aspects of the meet. The Meet Director's responsibilities don't end, but rather shift to ensuring that the non-technical aspects of the meet are running smoothly. This role largely means making sure that a sufficient number of volunteers are present and handling all of the jobs that need to be done, whether in support of running the meet itself, or in support of items such as concessions and hospitality.

When the meet ends, the Meet Director ensures that the swim venue is adequately cleaned, that VSI-owned equipment is returned, and that the post-meet financial report is completed and returned to VSI in a timely fashion.

In taking on the role of Meet Director, it should be remembered that no two meets are alike. Mini B/C meets differ from A+ meets which differ from championship meets. The same type meet run at two different venues may differ due to differences in the number of participating swimmers, the size and configuration of the pool, the amount of available deck space, the location of an observation deck (if any), the presence or absence of an overflow area, etc. Thus, no handbook can give you an exact blue print on how to put together or run a swim meet. No attempt has been made, therefore, to try to turn the guidelines presented here into a one size fits all description of how to run a swim meet. Much of what needs to be done, however, is not optional, as for example the preparation and distribution of the Meet Invitation which must be done according to strict guidelines. Other items may or not be appropriate for a particular type of meet, and experience will dictate whether or not, or how best to incorporate any particular item. When in doubt, ask questions. Previous Meet Directors or Meet Directors from other clubs, the Meet Referee, the Chairpersons of the various VSI committees, you club's Head Coach, and experienced parents can all be valuable sources of information.

Meet Director Requirements

- Must be a member of USA Swimming (*USA Swimming Rules and Regulations* 202.3.2)
- Must have the time and ability to ensure that all pre-meet responsibilities are dealt with, either personally or through well-organized volunteers and/or committees
- Must be present throughout the meet to ensure that all non-technical aspects of the meet are taken care of, and to assist the Meet Referee with any technical problems that may arise
 - If this is not possible, arrangements must be made for a substitute Meet Referee who should be as well-versed in the meet as is the Meet Director
- Must have the ability to delegate responsibility, particularly during the conduct of the meet, as no one person can handle all the details.
- Must have the flexibility to deal with issues as they arise as surprises occur in every meet, no matter how much planning has taken place
- Must ensure that the post-meet reporting requirements are taken care of

Helpful Hints

- Use this handbook as a guide to putting together and running your meet, but remember that it does not have all the answers and that there is more than one "right" way to run a meet

- Make sure that the committee chairpersons understand their responsibilities and that the respective roles of the various committees are being fulfilled before, during, and after the meet as required
- Have each committee chairperson review this entire manual so that they can understand how their effort fits into the overall planning and execution of the meet
- Schedule and conduct regular organizational meetings to discuss progress to date, plans, and any problems that may have arisen
- Remember that everyone working at a meet is a volunteer and that all your co-workers should be treated with courtesy and respect
- Remember that teams attending your meet are your guests, and that the swimmers, coaches, and parents should be treated with courtesy and respect
- Do NOT attempt to answer questions or make decisions that relate to the technical conduct of the meet—these questions and decisions are solely within the purview of the Meet Referee

Interaction with the Meet Referee

The interaction of the Meet Director with the Meet Referee is crucial for the successful conduct of a swim meet. The interaction of these individuals is best viewed as a collaboration in which each person has distinct responsibilities.

The first place that the Meet Director and Meet Referee should interact is in the preparation of the Meet Invitation. One of the elements of the Meet Invitation is supplying the name of the Meet Referee. Permission should always first be obtained from the person who's name is being listed as the Meet Referee. It is not acceptable to pick a name and hope that that person will be available.

Before discussing who should be selected as the Meet Referee, it is first worthwhile considering the role that the Meet Referee is expected to play. Ideally, the Meet Referee will work every session of the meet. This has the advantage of providing a high degree of continuity between sessions, especially when different Deck Referees are being used for different sessions. This is especially important at Championship format meets in which both preliminary and finals sessions are being run, and where issues of swimmer eligibility are most likely to occur. While lower level meets such as B/C meets do not necessarily need the continuity of a Meet Referee being present at every session, it is still advisable that this be the goal. When it is known that a Meet Referee will not be present at all sessions of the meet, it is critical that the named Meet Referee take the responsibility for communicating with the Deck Referees as to the technical conduct of the meet.

Most often, the Meet Referee will be affiliated with the club that is hosting the meet, however, this need not be the case. In selecting a Meet Referee, there are two important considerations. The first consideration in choosing a Meet Referee is the experience of the Referee. A newly certified Referee might comfortably serve as Meet Referee for a B/C meet, or as a Deck Referee for a Championship level meet, but

probably will not have the necessary experience to serve as a Meet Referee for a Championship level meet. The second consideration is the availability of the candidates. All things being equal, it is better to have the Meet Referee be someone that is available for the entire meet, rather than an individual that will be available for only a portion of the meet. Sometimes this will mean turning for help to a Referee that is not affiliated with your club. Don't be afraid to go this route if necessary as many Referees don't mind, and in fact, fully expect to be called upon to serve as Meet Referee for meets that their respective club is not hosting.

Meet Committee/Position Descriptions, Responsibilities, and Time Lines

Meet Director

The major responsibilities of the Meet Director include:

- ❑ Determine that the timelines and responsibilities in this document do not conflict with the most recently posted copy of the *Responsibilities of the Meet Director* guidelines posted on the VSI website (www.virginiaswimming.com)
- ❑ Secure a swim venue for the meet
- ❑ Select a Meet Referee
- ❑ Obtain the Meet Sanction
- ❑ Prepare and distribute the Meet Invitation
- ❑ Organize committees and any required help
 - Although the Meet Director may delegate as much or as little responsibility as desired, the Meet Director retains the ultimate responsibility for all the aspects of pre- and post-meet planning and reporting, as well as for all of the non-technical aspects of running the meet. In general, there is more to do than any single person can handle, and thus delegating responsibility is almost a given. This is even more so during the course of the meet.
- ❑ Ensure that awards are ordered and available
- ❑ Arrange for the necessary personnel, equipment, and supplies to run the meet
- ❑ Ensure that the swim venue is setup and ready to go before the start of warm-ups at the first session
- ❑ Ensure that the meet entries are processed and meet programs are printed
- ❑ Assign warm-up lanes and times to each club
- ❑ Prepare lane timer assignments for each club
- ❑ Put together Coaches Packets
 - Heat Sheets
 - Roster of participating teams
 - Athlete roster of each coach's team
 - Meal tickets if needed
 - Lane assignments and times for warm-ups
 - Warm-up procedures for finals (general/pace/sprint lanes and when) if different from prelims

- ❑ Lost and found
 - Location
 - Responsible person
 - What to do with items after meet (particularly if using an out of town pool)
- ❑ First aid and emergencies
 - Role, if any, of lifeguards
 - Location of first aid kits
 - Emergency procedures
 - *Incident Report* form
- ❑ Cash and cashboxes for heat sheet sales, concessions, T-shirt sales, etc.
- ❑ Must be available throughout meet to deal with any non-rules issues
- ❑ At the meet have access to
 - Record of entries received
 - Record of payment received
 - Record of proof-of-times if required
 - Meet Invitation
 - Heat Sheet
 - *Virginia Swimming, Inc.—Policies*
 - *USA Swimming Rules and Regulations*
 - *USA Swimming Report of Occurrence* form (accident report)
- ❑ Ensure that the final results are prepared and distributed to the participating clubs
- ❑ Complete the financial report

Time Line

3 to 6 Months Prior to the Meet

- ❑ Finalize arrangements for the swim venue for the dates of the meet
 - Ensure that swim venue meets the standards set forth in *USA Swimming Rules and Regulations* Article 103 “Facilities Standards”
 - Select and confirm the availability of the Meet Referee

2 Months Prior to the Meet

- Check the VSI website to determine the most current Meet Director responsibilities and meet invitation requirements (*Virginia Swimming, Inc.—Policies*)
- Select the meet management team
 - Meet Entries Person
 - Officials Chairperson
 - Marshals
 - Clerk of Course
 - Announcer
 - Timers
 - Photocopying Person
 - Advertisement Sales
 - Hospitality Committee
 - Concessions Committee
 - T-Shirt Sales Committee
 - Swim Shop Sales Committee
 - Heat Sheet Sales
 - Runners Coordination
 - Awards Committee
 - Publicity Committee
 - Accommodations Committee
 - Venue Set-up Committee
 - Clean-up Committee
- Prepare the meet invitation
 - The following sections are required
 - Sanction
 - Location
 - Facility
 - Host Club
 - Eligibility—who may come
 - Format—who will swim at what time, warm-up times and start times

- Entries—how many events per session, any special qualifications and when and to whom they should be sent
- Fees—any special fees, event fees, swimmer surcharge
- Awards—how events will be awarded, with or without separate age groups broken out
- Penalties—penalties for non-registered swimmer and for fraudulent entry times
- Rules—*USA Swimming Rules and Regulations* (current year)
- Officials—include name of meet referee
- Safety—warm-up procedures
- Meet Director—address, phone, and email
- General—directions, parking, heat sheets and canteen provisions. Any other information required by your particular venue
- Schedule of events by session
 - Review the Meet Invitation with the Meet Referee and other club officials as appropriate before it is submitted for approval

45 Days Prior to the Meet

- Submit draft off the meet invitation, including confirmed name of the referee on form provided, and the sanction application with \$20.00 fee to the Administrative Chairman and the draft invitation alone to the following VSI officers:
 - General Chairman
 - Technical Planning Chairman
 - Age Group Chairman
 - Senior Chairman
 - Registration Chairman
- Submission may be by email, fax or regular mail. Email is preferred. Drafts will be reviewed and you will be informed of changes recommended by the above officers. When the Technical Planning Chairman receives a revised invitation, the sanction number will be issued. Turn around time for approval usually is 7-15 days
- As soon as she is informed of the Meet Director's name, Louise Limerick will send him/her a list of addresses of the teams to receive invitations

One Month Prior to the Meet

- Send a copy of the approved invitation to all VSI officers (listed separately) and each club eligible to attend the meet. Email may be used. Confirmation of receipt of the invitation should be requested. Invitations may also be put on your team web site and/or the VSI website. The VSI webmaster can post a link to your site

on the VSI web page. Directions to the pool and local hotels may also be posted on a web site.

- ❑ A file of meet events for direct loading into Team Manager should be included in the invitation email and can also be posted on the website
- ❑ Meet with all committee members to ensure that timely progress is being made on preparations for the meet

One Week Prior to the Meet

- ❑ Ensure that meet entries are being handled in a timely fashion and that there are no unforeseen problems
- ❑ Meet with all committee members to determine that everything is on track
- ❑ Make sure that meet time lines conform to the 4 hour rule—if they don't, immediately consult with the VSI Technical Planning Chairperson
- ❑ Prepare coaches packet
- ❑ Prepare Meet Referee's packet

1-2 Days Prior to the Meet

- ❑ Make sure the Meet Referee has a copy of the Meet Invitation
- ❑ Resolve any outstanding issues or staffing problems

Day of the Meet

- ❑ Turn over technical control of the meet to the Referee at the beginning of first warm-ups
- ❑ Provide meet notebook to the Meet Referee, the contents of which should include:
 - Meet Invitation
 - Events by session
 - Warm-up lane assignments
 - Timer/team lane assignments
 - *USA Swimming Report of Occurrence* form (accident report)
 - Athlete roster sorted by team
- ❑ Check coaches credentials against list provided by Louise Limerick
 - As per VSI policy, coaches not displaying current coaches credentials are not allowed on deck
- ❑ Hand out coaches packets
- ❑ Ensure that Meet Marshals are in place for warm-ups (including any continuous warm-up pool)
- ❑ Help coordinate runners, timers, etc., as needed at the beginning of the meet

- ❑ Circulate among meet workers, coaches, athletes, officials, etc., and correct/modify/add to procedures as necessary to ensure that the meet runs smoothly
- ❑ Remain available to handle any problems that crop up
- ❑ Remember, all questions regarding the official conduct of the meet (swimmer eligibility, missed swims, DQs, etc., must be handled by the Referee)
- ❑ Enjoy the meet

After the Meet

- ❑ Ensure that teams receive electronic or paper copies of the meet results as required
- ❑ Ensure that Louise Limerick receives the meet results database within 1-2 days of the meet via email, and that she also receives a printed copy of the results if so requested
- ❑ Prepare and mail the financial report that is due in 30 days
- ❑ Make note of any areas that proved problematic during the preparation for the meet or that were problems during the meet, so that these items can be addressed prior to the next meet
- ❑ For future club information, prepare a brief report detailing:
 - Date and location of meet
 - Type of meet, level of swimmers
 - Number of clubs and swimmers attending
 - Number of heat sheets printed and sold
 - Total concessions (bought and donated) available for sale and amount sold
 - Number of T-shirts printed and sold
 - Venue-specific problems or other items of interest that would be helpful information for future meets

Meet Entries Person

This person is responsible for setting up the *Meet Manager* Program with the sessions and events as indicated in the Meet Invitation, receiving entries, and entering swimmers in the meet in accordance with *USA Swimming Rules and Regulations, Virginia Swimming, Inc.—Policies*, and the *Meet Invitation*. Consequently, this person needs to be well-versed in running *Meet Manager*, and should also be familiar with all the entry requirements set forth in the above documents. Care should be taken throughout the entry process to eliminate any potential errors. This is best managed by using a systematic entry process, and by having the results double-checked by an additional person wherever possible.

At Least 30 Days Prior to the Meet (but no later than the Meet Invitation being sent to the invited clubs)

- ❑ Set-up the meet in Meet Manager as specified in the Meet Invitation
 - Set-up individual sessions on an event by event basis, and divided by age and sex as specified
 - Set-up scoring
 - Set-up meet fees and surcharge
 - If you are uncertain of how to do any of this, either consult someone from the club that does, or consult the VSI Technical Planning Chairman
- ❑ Transmit the meet set-up to the Meet Director, either via diskette or email, for inclusion with the Meet Invitation

One Week Prior to the Meet (but no later than about 3 days before the meet)

- ❑ For each club, verify the number of entries against the money received
 - If the club owes money or is owed money, note the amount and inform the Meet Director on how to proceed
 - Keep a copy of this information with the club's entries
- ❑ Verify entry times, if necessary, and make sure that they were obtained within the correct qualifying period, if one was established in the Meet Invitation
- ❑ Enter the entries into Meet Manager
- ❑ File all of the meet entry information received from each club in a format that is easily accessible and available at the administrative table at the meet
- ❑ After all entries are completed, run and print exceptions reports to:
 - Determine if any athletes exceed the maximum number of allowed entries
 - Determine if any athletes fail to meet the event qualifying times
 - Check for valid registration IDs
 - Check for relay ages
 - Check for ages that are not correct

- Check for an event/athlete sex/age mismatch
- If a problem is reported in an exception report, contact the Meet Director immediately
- After all entries are completed, export a USA-S registration report which should be sent to the Registration Chair (Louise Limerick) which she must receive several days before the meet
- Seed the meet
 - IMPORTANT NOTE—Once the meet has been seeded and the heat sheet sent out for copying, do NOT reseed the meet (even if late entries have been added) as swimmers with no times or tied times in any given event may randomly be assigned to lanes and/or heats that differ from their original seeding which can lead to great confusion
- Run time line for each session and review with Meet Director and Meet Referee
 - Suggested intervals are: 30 seconds between heats for 10&Y and 20 seconds for 11&O
 - If the time line exceeds 4 hrs, the VSI Technical Planning Chair must be contacted immediately
 - If the time line is too short, the VSI Technical Planning Chair must be contacted immediately
- Print the following reports for heat sheet sales
 - Team roster with athlete/entry count
 - Heat sheets (pre-seeded meet) or psych sheets (deck seeded meet)
 - Check triple columns, athlete ID none, entry times, 4 relay athlete names, date time stamp, and sort order fast to slow (psych sheet only)
- Print the following reports for all officials
 - Heat sheets (pre-seeded meet) or psych sheets (deck seeded meet)
 - Check triple columns, athlete ID none, heat start times, entry times, 4 relay athlete names, date time stamp, empty lanes (seeded session report only) and sort order fast to slow (psych sheet only)
- Print the following reports for the Meet Referee, Clerk of Course, and Recorder
 - Athlete rosters
 - Check basic, athlete plus relays, sort by team, separate page each team, include birth date, sort alphabetical
- Print a psych sheet for the Clerk of Course for each event requiring positive check-in

- Print the following reports for the Coach's Packets
 - Team roster with athlete/entry count
 - Athlete rosters
 - Check basic, athlete plus relays, sort by team, separate page each team, include birth date, sort alphabetical
 - Heat sheets (pre-seeded meet) or psych sheets (deck seeded meet)
 - Check triple columns, athlete ID none, entry times, 4 relay athlete names, date time stamp, and sort order fast to slow (psych sheet only)
- Print labels for timer cards or print lane timer sheets
 - Transfer to Clerk of Course
- Print labels for relay cards
 - Transfer to Clerk of Course

At the End of Meet

- Provide teams with meet disk if entries were made on disk, or email results

After the Meet

- Prepare the hard copy results for any team that has specially requested them
- Mail one set of printed results, if requested, to the VSI Office Manager, Louise Limerick
- Send the results database to Louise Limerick via email as soon as possible (within 1-2 days normally, but no later than 7 days after the meet)

Officials Chair

The officials chair for each club is ordinarily a certified official. The officials chair is ordinarily charged with the responsibility for recruiting a sufficient number of certified officials to adequately staff each session of the meet. The officials chair should recognize that the Meet Referee will frequently want to organize the Leadership Team (Referee, Starter, Chief Judge) for the meet, particularly if a championship format is being utilized. The numbers of officials required for the meet will vary depending upon the pool configuration and the level of the meet, and the Meet Referee should be consulted for the level of staffing required.

- ❑ Two to three weeks prior to the meet, contact the officials chair for each of the clubs that are invited to the meet. This is most efficiently done by email, particularly when the invited clubs are not local
- ❑ In requesting officials for the meet, include the following information
 - Date of meet and start time for sessions
 - Swimmer sex/ages swimming in each session
 - The positions for which you are requesting volunteers
 - Contact information (your name, phone number, email address)
 - Desired date for information (although you will almost never have any responses until the few days immediately preceding the meet)
 - A statement that all volunteers will be utilized unless they hear otherwise
- ❑ For each session, arrange for (consult with the Meet Referee for his/her preferences):
 - Deck Referee (1-2)
 - Administrative Referee (0-1; usually a luxury, but needed for finals/prelims format)
 - Starter (1-2)
 - Stroke & Turn Officials (6-12)
 - CTS (1)
 - Timing judge (1-2; 2 is very helpful for 12 and U)
 - Recorder (1)
 - Clerk-of-Course (1-2; by rule required at all meets although not always used in practice; VSI requires a Clerk for meets with B/C swimmers)
- ❑ Prepare a session by session roster for use by the Referee

Clerk of Course

The role and functions of the Clerk of Course vary broadly depending on the nature of the meet. In many situations, these functions may be shared by a number of individuals such as at a championship level meet. In other instances, the major role of the Clerk of Course may be collecting, organizing, and delivering the swimmers to the appropriate heat and lanes at the start of their race.

The Clerk of Course is responsible for much of the paper work at the meet before the swimmers swim. This includes check-in, seeding, preparation and distribution of cards or timing sheets. It may also include the preparation, posting and distribution of heat sheets for deck-seeded events to all appropriate officials, coaches, and spectators. The extent of this will depend on many factors since meet operations vary considerably between meets, and this is especially dependent on whether the meet is entirely pre-seeded, or is partially or completely deck-seeded. Other key factors include whether the meet is being run manually or using a computer and the nature of the computer program in use and whether or not pre-meet scratch procedures or meetings are used. Collection and compilation of the swimmers' entries should be done well before the meet and is not the responsibility of the Clerk of Course. The Clerk of Course should, however, work closely with the Meet Entry Person and Recorder during the meet so that rapid, efficient, and accurate seeding operations are ensured.

The Clerk of Course should personally oversee the check-in and seeding operations and should appoint appropriate personnel for the necessary tasks. The Clerk of Course should ensure that the necessary forms and materials are available, and that personnel are well trained and understand the procedures. The Meet Referee should be consulted regarding preferred procedures for late check-ins, no-shows, and other entry problems.

If a meet is entirely pre-seeded and the seeding is done by computer, there is no need for a check-in procedure and the Clerk of Course needs only to see that the forms for recording lane times are available and distributed to the timers. These forms should be prepared in advance by the entry person or Recorder. If the meet is partially or completely deck-seeded, the Clerk of Course will have to deal with both check-in and seeding operations.

Check-in procedures, scratch rules, and the penalties for violating these rules are stated in the USA Swimming Rules and Regulations and the Meet Invitation. The purpose of the check-in procedures is to determine which swimmers will be competing in an event, so that the entries can be seeded in the most efficient manner with the minimum number of heats. The scratch procedure is most often used in a prelims/finals meet where there are associated penalties for not swimming in a race that one has previously entered, or for not swimming in the finals/consuls for which one has qualified.

Advance preparations for the positive check-in and/or scratch process should include obtaining the necessary supplies, paper work, tables, and chairs as needed. Signs and/or chalkboards for information and posting of deadlines should also be set-up in advance. An appropriate location should be selected that is easily accessible to the swimmers but also avoids crowding and interference with the meet.

Although more than one Clerk of Course may be used at a meet, the pre-meet responsibilities of the Clerk of Course can probably be best met by single individual.

1-2 Days Prior to Meet

- ❑ Affix individual event labels to timer cards and for each session sort by lane
or
- ❑ Cut timing sheets and for each session sort by lane
- ❑ Affix relay labels to timer cards and for each session sort by lane

No Later than the Beginning of Warm-ups for a Session

- ❑ Distribute relay cards to coaches with instructions as to what to do with them (unless the cards are distributed in the coaches packets)
- ❑ If positive check-in events are being run, have a psych sheet printed and posted with instructions
- ❑ If a scratch procedure is in effect for prelims, have the appropriate paper work available
- ❑ If swimmer “adds” are being accepted into open lanes in the last heat, keep track of entries and report them to the Recorder

During the Session

- ❑ If the meet involves B/C swimmers, collect, organize, and deliver swimmers to the blocks and coordinate this activity with the Announcer
- ❑ If a prelims session is being run and scratch procedures are in effect for finals, post the qualifiers for the required time and coordinate the activity with the Announcer and Administrative Referee
- ❑ If the fastest heat of relays is being run in finals session, collect relay cards and seed the event

Advertisement Sales

Advertisements in the Heat Sheets can be a significant source of income. Advertisements can be from team sponsors, local vendors, or family members. At least one person is needed to coordinate sales, and additional people can be involved if a major effort will be made to attract outside sales.

2 Months Prior to the Meet

- ❑ Set fee schedule for advertisements
- ❑ Develop advertising solicitation form

1-8 Weeks Prior to the Meet

- ❑ Advertisement sales sign-up
- ❑ Solicit advertisements from businesses
- ❑ Solicit advertisements from swim families

1 Week Prior to the Meet

- ❑ Make sure all advertisements are collected and given to the person coordinating the heat sheet copying

After the Meet

- ❑ Financial report to the Meet Director

Photocopying

At a minimum, the following photocopying must be done for the meet:

30 Days Prior to the Meet

- Meet Invitation for each club, Meet Director, Meet Referee

1-3 Days Prior to the Meet

- Heat sheets for sale
 - Determine number to be printed
 - Contents
 - Cover
 - Team entry statistics
 - Order of events
 - Time standards (A/B/C Motivational Standards)
 - State championship meet cut-offs as appropriate
 - Full print-out for every session
 - Advertisements
 - Location of lost and found, any special facility rules, prices for concessions, etc., may also be included with the heat sheets
 - Club lane assignments for timing
 - Coupons for finals program (if a prelim/finals meet is being run, it is common to include coupons in the heat sheet which are redeemable for the finals sheet that evening)
- Heat sheets for officials
 - 12-20 copies of each individual session depending upon size of meet
- Heat sheets for coaches
 - 1 copy of each session for coaches packets
- Team roster with athlete/entry count for coaches packets
 - 1 copy of each session for coaches packets

During the Meet (if prelims/finals)

- Copy the finals session after it has been finalized and printed

Awards Committee

Volunteers are needed both before and during the meet.

Pre-meet (1)

- ❑ Inventory existing awards
- ❑ Purchase new awards as needed or obtain from VSI for VSI-sponsored championship meets

During Meet (1-2 per session)

- ❑ Place labels on ribbons/medals
- ❑ Sort awards by team
- ❑ Distribute heat winner ribbons if desired

Publicity Committee

An individual is needed to coordinate publicity with local newspapers and television stations.

Four Weeks Prior to the Meet

Notify newspapers and television of the dates and time of the meet

Prepare summary of meet for reporters (name of meet, dates, times, notable swimmers, records which might be broken)

Prepare bios of select local swimmers

One Day Prior to the Meet

Update newspapers and television

After the Meet

Prepare meet summary

Results of local swimmers/club

Local color-records broken, notable achievements

Accommodations Committee

If the meet is hosting clubs for which this will be a travel meet, help in finding suitable accommodations will be appreciated.

30-60 Days Prior to the Meet

- ❑ Make a list of hotels, addresses, phone numbers, rates, food services available, and distance from hotel to the site of meet
- ❑ Directions to pool from different locations
- ❑ Include this information with the Meet Invitation when it is sent out, or post on the club website

Concessions Committee

Sales of food and drink can be a significant source of revenue at a swim meet. Offerings can range from simple to the complex. In part, this is dictated by location of the pool relative to the volunteers, as well as the availability of cooking facilities, if any, at the pool. Sale items can either be donated by businesses, donated by swim families, or they can be purchased. This effort can be as small or large as desired. The number of people involved will be proportionate to what is being offered. Food sales might be combined with Hospitality.

1-8 Weeks Prior to the Meet

- ❑ Solicit donations from businesses
 - Can be done in exchange for advertisement in Heat Sheet
- ❑ Determine if donations will be solicited from swim families
- ❑ Food sales worker signup

1 Week Prior to the Meet

- ❑ Collect donations at pool for inventory
- ❑ If advertisements are to be included in the heat sheet, make sure that they are given to the person coordinating the heat sheet copying

1-3 Days Prior to the Meet

- ❑ Buy, stock, cook food for the meet
- ❑ Pick up additional donations

Day of Meet

- ❑ Sell food and drink
- ❑ Restock as necessary

After the Meet

- ❑ Financial report to the Meet Director

Hospitality Committee

Hospitality should be provided for all coaches and certified officials attending a meet. Hospitality might include:

Breakfast: Coffee, juice, doughnuts, bagels, cream cheese, butter, jelly. Some teams have been known to do pancakes, etc.

Lunch: Coffee, soft drink, tea, water, sandwiches/pizza/salad/pasta

Dinner: Same as lunch

Through out day: Coffee, soft drinks, tea, water, and light snacks

It is especially nice if variety is offered over the course of the weekend (pizza, pizza, pizza gets old). Also, consideration should be given to those that are vegetarians-salad, cheese pizza, meatless sandwiches or pasta, etc.

Hospitality might be combined with Concessions

1-8 Weeks Prior to the Meet

- ❑ Solicit donations from businesses
 - Can be done in exchange for advertisement in Heat Sheet
- ❑ Determine if donations will be solicited from swim families
- ❑ Hospitality worker sign-up

1 Week Prior to the Meet

- ❑ Collect donations at pool for inventory
- ❑ If advertisements are to be included in the heat sheet, make sure that they are given to the person coordinating the heat sheet copying

1-3 Days Prior to the Meet

- ❑ Buy, stock, cook food for the meet
- ❑ Pick-up additional donations

Day of the Meet

- ❑ Set-up meals and refreshments as required
- ❑ Re-stock as necessary
- ❑ Water (and possibly other drinks or small pieces of candy/fruit if allowed on deck) should be brought to the officials and coaches on deck at intervals of not less than 60 minutes. The intervals should be more frequent for long and/or hot sessions

After the Meet

- ❑ Financial report to the Meet Director

T-Shirt Sales

T-shirts are usually offered at championship or “named” meets. One individual should be able to coordinate the design, printing, and delivery of the T-shirts. One to two persons should be available for sales.

30-60 Days Prior to the Meet

- ❑ Design the shirts
- ❑ Arrange for printing
- ❑ T-Shirt sales worker sign-up

1-2 Weeks Prior to the Meet

- ❑ Print T-shirts
- ❑ Pick-up T-shirts

Day of Meet

- ❑ Sell T-shirts

After Meet

- ❑ Financial report to the Meet Director

Swim Shop

The first decision to make is whether or not the meet will have a Swim Shop. If the answer is yes, the next decision to make is how it will be run. At least four options exist depending upon the venue. These include: (1) selling your own merchandise at your pool Swim Shop; (2) selling your own merchandise at a rented pool; (3) selling merchandise on commission; and (4) having an outside vendor sell merchandise with the club taking a percentage. Because of the varied possibilities, the following list should be considered as a starting point, rather than comprehensive. Staffing requirements, if any, will also vary depending upon how the Swim Shop is structured.

30-60 Days Prior to the Meet

- ❑ Determine if and how a Swim Shop will be run
- ❑ Execute any applicable contracts
- ❑ Swim Shop worker sign-up (if necessary)

1-2 Days Prior to the Meet

- ❑ Obtain/pack merchandise if required

Day of the Meet

- ❑ Unpack and set-up merchandise if required
- ❑ Sell merchandise

After the Meet

- ❑ Pack merchandise and return as required
- ❑ Financial report to the Meet Director

Heat Sheet Sales

This job may be combined with concession sales, especially after the initial rush has died down at the beginning of a session. An adequate number of heat sheets need to be copied prior to the meet. If finals are being run, copies of the finals seedings need to be copied prior to the finals sessions and should be available before warm-ups. The following are needed:

2-3 Days Prior to the Meet

- Copy heat sheets

During the Meet

- Sell heat sheets

Between Sessions of Prelims/Finals

- Copy finals seedings

After the Meet

- Financial report to the Meet Director

Venue Set-Up Committee

How set-up will be handled will likely differ depending on whether the club's pool is being used, and whether the meet is using VSI-owned or pool-owned equipment. If the pool is being rented, it is important to check with the facility management and/or pool contract to determine which services, if any, are being provided. If VSI-owned equipment is being used, arrangements must be made for its use, pick-up, set-up and tear-down, and return. Sufficient time should be allowed such that if any problems arise they can be dealt with prior to the start of the first session.

30 Days Prior to the Meet

- ❑ If timing system equipment is not supplied with the pool, make arrangements with the Colorado Timing System Chairman in your geographical area for use of the system

1-7 Days Prior to the Meet

- ❑ VSI-owned timing equipment
 - Pick-up and deliver equipment to the site
- ❑ Pool-owned equipment
 - Co-ordinate with facility to determine that everything is available and who has responsibility for set-up

1 Day Prior to the Meet

- ❑ Charge starting unit and spare starting unit if available

½ - 1 Day Prior to the Meet

- ❑ Automatic timing system (Set-up should be done early enough that if there is an equipment problem, it can be dealt with without impacting the start of the meet)
 - Set-up entire timing system (pads, buttons, harness, CTS, computer, and printers)
 - Computer must have Meet Manager loaded and the most complete version of the meet database including all session set-ups, scoring set-ups, and entries
 - CTS must be programmed (can be downloaded from Meet Manager)
 - Timing system (pads, buttons, harness, CTS, computer, and printer) completely checked-out the day before (morning start) or several hours before an evening start
- ❑ Public address system set-up for announcer, preferably adjacent to start/admin area
 - Not necessarily needed for a low level meet (mini B/C, for example), but may be required if the configuration of the venue is such that communication with an overflow or Clerk of Course area is needed
 - Absolutely required for a championship meet with prelims and finals

- If remote gymnasiums, hallways, overflow areas, etc., will be used as swimmer areas, arrangements must be made to have a communications system in place such that swimmers in those areas are apprised of the current event at the Clerk of Course and/or the current event in the water
 - Chalkboards or other visual indicator
 - Radio or runner communications
- Clerk of Course area set-up
 - Sign indicating the Clerk of Course area
 - If swimmers will be assembled and then brought to the blocks by the Clerk of Course as is required for any VSI-sanctioned meet involving B/C classification swimmers
 - Multiple rows of 6 or 8 chairs (corresponding to the number of lanes)
 - Chalkboard or other visual cue to indicate which event should be at the Clerk of Course area
 - Communications system with gym or other overflow area for calling swimmers to the Clerk of Course area
 - If positive check-in is required for any events, or if scratching will be done for a prelims/finals meet
 - Table with 1-2 chairs
- 3 chairs per lane for timers
- Post signs with relevant meet information
 - Clerk of Course
 - Lane timing assignments for clubs
 - Warm-up assignments
 - Friday AM Results, Friday Finalists, Friday PM Results, Friday Finals Results, etc.
 - Athletes, Coaches, Officials Only
 - etc.
- Specific areas set-up with tables, etc., for hospitality, food sales, T-shirt sales, swim shop, heat sheets

Clean-Up Committee

How clean-up will be handled will likely differ depending upon whether the club's pool is being used or the pool is being rented. If the pool is being rented, it is important to check with the facility management and/or pool contract to determine which services, if any, are being provided. Volunteers will be needed for the following tasks:

- ❑ Pick up trash (unless handled by facility) (2 each, end of session)
- ❑ Tear-down timing equipment and pack if VSI owned (2-3 depending on how much time you want to spend)
- ❑ Return VSI equipment (1)
- ❑ Meet data will need to be stored where it can be recovered in the next two years

Announcer

The Announcer plays an important role in meet management and control. Under the direction of the Meet Referee and Meet Director, the Announcer controls the tempo of the meet. Under ideal circumstances, the Announcer should be an experienced individual who is familiar with the ends and philosophy of the meet operations. The Announcer should be constantly alert and able to adapt quickly to meet conditions. The spectators, coaches, and swimmers should be kept informed and their interest maintained throughout the meet. This can best be accomplished with timely announcements, information, and enthusiastic descriptions of races where appropriate. A few pertinent announcements are much more effective than too many. An Announcer who is familiar with existing records can call attention to swimmers who are likely to set new records, adding to the spectator interest and affording proper recognition to the swimmers involved. The Announcer also plays an important role in maintaining the meet time line.

The effectiveness of the Announcer is improved with an adequate public address system that can be heard clearly by everyone in the venue. For developmental meets, the Announcer will call the swimmers to the Clerk of Course. For championship meets, an introduction of finalists and pertinent information about races increases the championship atmosphere.

When a separate PA system is not available, the Starter is forced into the role of Announcer. Because of the inadequacy of the starting unit speaker(s) and because of the need to minimize the verbiage used by the Starter, this will limit announcements to calls to the Clerk of Course, and the announcement of the next event/heat.

The Announcer should be available from just before warm-ups to the close of the session.

Pre-Meet

- ❑ Select National Anthem recordings
- ❑ Select musical selections for finals if required
- ❑ Select music for warm-up sessions if desired

10 Minutes Prior and Through Warm-Up Sessions

- ❑ Announce warm-up times and line assignments
- ❑ Periodically announce time for coaches' meeting
- ❑ Periodically announce time for officials' meeting
- ❑ Periodically announce call for timers and club lane assignments
- ❑ Periodically announce positive check-in deadline (if required)
- ❑ Periodically announce scratch deadline (if required)
- ❑ Other announcements as requested
- ❑ Play music if desired

- ❑ Meet with Meet Referee to determine how announcements should be made and which announcements should be made during the session

5 Minutes Prior to the Start (or as directed by the Meet Referee)

- ❑ National Anthem

During the Session

- ❑ Announce events/heats as directed by Referee
- ❑ Play music as directed by Referee (finals only)
- ❑ Announce qualifiers for finals and close of scratch periods as directed by the Referee
- ❑ Never begin announcements (other than event/heat information) after the Referee's 4-5 whistle blasts until the heat has gone off the blocks
- ❑ Never begin announcements that can't be made finished before the Referee's 4-5 whistle blasts
- ❑ If you are making an announcement and hear the Referee's 4-5 whistle blast, stop speaking immediately

After the Session

- ❑ Thank all volunteers
- ❑ Politely ask spectators and swimmers to clean-up trash in their area

Marshal

VSI Meet Safety Procedures require a minimum of two Marshals to be present in the swim venue at all times from the beginning of warm-ups through the close of the session. The Marshal may not simultaneously serve in another capacity such as officiating or coaching. The Marshal must be a member of USA Swimming (*USA Swimming Rules and Regulations 202.3.2*).

Marshals are an important element in the conduct of a safe and efficient meet. They should be involved not only in the supervision and control of the warm-up sessions, but can also be involved in crowd control, deck access, proper competitor and spectator decorum, and safe, courteous behavior in other areas of the venue such as locker rooms. The Marshal should be a responsible individual who can communicate instructions to swimmers, coaches, and spectators without creating an adversarial atmosphere. The exercise of polite, but firm, authority by the Marshal will go a long way towards assuring a pleasant, safe, and efficient meet. The Marshal operates under the supervision of the Meet Director, Meet Referee, and Facility Manager. The Marshal is required to wear distinguishing attire such as a colored vest, arm band, or uniform shirt.

USA Swimming Rules and Regulations 102.18 MARSHALS—Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

Prior to the Meet

- ❑ Obtain, read, and become familiar with the *VSI Meet Safety Procedures*
- ❑ Obtain a copy of the Meet Sanction and become familiar with how warm-ups will be run

Prior to the Start of Warm-Ups

- ❑ Obtain the warm-up schedule and make sure the Announcer will announce which teams are in which group, start of warm-ups, 5 minutes until close, close of warm-ups, next round, etc.
- ❑ If general warm-ups are being conducted, post appropriate signs on blocks (General, Pace, and Sprint) according to published warm-up procedures

During Warm-Ups

- ❑ Enforce no-diving except in one-way sprint lanes
- ❑ Clubs exit pool in a timely fashion on the completion of their warm-up period

During Session

- ❑ Continuous supervision must be provided of a separate warm-up pool area
- ❑ Assist with crowd control, enforcing “no spectators on deck”, and other measures as determined by the Meet Director, Meet Referee, and Facility Manager

Timers

A large number of timers are required to run a swim meet. Because of this, both the host and invited clubs usually provide timers, generally in proportion to the number of swimmers that they have in the meet. The Chief Timer should ideally have previous experience with timing, and should be a member of the host club so that he/she can be instructed in their duties in the week prior to the meet. The aim should always be 3 Timers per lane and 1 Chief Timer.

1-4 Weeks Prior to the Meet

- ❑ Chief Timer and Lane Timer sign-ups

2-7 Days Prior to the Meet

- ❑ Meet Referee or Starter should instruct Chief Timers on their responsibilities

30 Minutes Prior to Each Session

- ❑ Begin assembling timers for session

15 Minutes Through Start of Session

- ❑ Check timers off against lane assignments
- ❑ Obtain timing sheets/timer cards for session and attach to clip boards
- ❑ Give Head Timer on each lane a clipboard with timing sheets/timer cards, pencil, and 3 watches per lane
- ❑ Assist Starter with timer instructions as desired by Referee

During Session

- ❑ Chief Timer supplies extra watches as needed
- ❑ Timers time

Following Session

- ❑ Clipboards, watches, and pencils should be collected by the Chief Timer

Runners

Runners are involved in moving things from point A to point B. They are the oil that keeps the meet moving. Volunteers are needed for the following jobs. The same runners may perform multiple tasks. The total number of runners that will be required per session will vary depending upon the number of swimmers, pool configuration, whether timer cards or lane timing sheets are being used, etc. It is best to discuss the particular requirements with the Meet Referee and Meet Committee. Two to three runners per session is a good starting point.

During the Meet

- ❑ Pick-up timing sheets/DQ slips
- ❑ Post results
- ❑ Bring water to coaches/officials
- ❑ Deliver DQ slips to coaches

Meet Worker Numbers (Approximate Staffing for a Prelims/Finals Meet Which Includes a Timed Finals Afternoon Session)

Function	Pre-Meet	AM Prelims	Timed Finals	PM Finals
Meet Director	1	1	1	1
Meet Entries				
Meet Manager Set-Up	1			
Meet Entries	1			
Meet Planning				
Advertisement Sales	1			
Photocopying	1	1		
Awards	1		1-2	1
Publicity	1			
Accommodations	1			
Concessions				
Concessions	1	2-3	2-3	1-2
Hospitality	1	1-2	1-2	1-2
T-Shirt Sales	1	1-2	1-2	1-2
Swim Shop	1	2-3	2-3	2-3
Heat Sheet Sales		1	1	1
Venue Set-Up				
Timing System	2			
All Other	2			
Venue Clean-Up				2
Additional Volunteers				
Announcer		1	1	1
Marshal		2	2	2
Chief Timer		1	1	1
Timers		2-3/lane	2-3/lane	2-3/lane
Runners		2-3	2	1-2
Meet Referee	1	1	1	1
Officials Chair	1			
Admin. Referee		1		1
Deck Referee		1-2	1-2	1-2
Starter		1-2	1-2	1
Chief Judge		1-2	1-2	1-2
Stroke & Turn		8-12	8-12	8-12
CTS Operator		1	1	1
Timing Judge		1-2	1-2	1
Recorder		1	1	1
Clerk of Course	1	1	1	1

Meet Supplies

Officials' Supplies (Frequently, but not always supplied by Meet Referee. Always check with the Meet Referee, particularly if he/she will not be at the first session.)

- ❑ DQ slips
- ❑ Relay take-off slips
- ❑ Place judging slips
- ❑ No-show slips
- ❑ DQ log
- ❑ Computer change forms
- ❑ Timing adjustment forms
- ❑ No-show log
- ❑ Meet re-entry forms
- ❑ Lap counting forms
- ❑ Intent-to-scratch forms
- ❑ Bell for distance events
- ❑ Incident report forms

Administrative Supplies

- ❑ 8 1/2" x 11" paper for printer (2 reams, kept extra outside swim venue as the paper will soak-up moisture and jam printer)
- ❑ 8 1/2" x 11" fan-fold paper for CTS printer (if dot matrix)
- ❑ Calculator
- ❑ Batteries for watches (especially if there are not many extra watches)
- ❑ Pencils, sharpened (3-4 dozen)
- ❑ Sharpener
- ❑ Pens, assorted colors including red
- ❑ Large black marker
- ❑ Highlighters
- ❑ Scotch tape
- ❑ Duct tape
- ❑ Masking tape
- ❑ Paper clips (several boxes)
- ❑ Rubber bands (assorted sizes)
- ❑ Stapler
- ❑ Staples
- ❑ Relay cards
- ❑ Labels for relay cards and ribbons (Avery #5160)
- ❑ Extra clipboards
- ❑ Extra printer cartridge(s) and/or ribbons
- ❑ Extension cords

Timing Supplies

- ❑ Digital watches (3 per timer, 2 for chief timer, several extras), check-

out the day before the meet to make sure they work

- ❑ Clipboards (1 per lane)
- ❑ Pencils, sharpened (1 per lane)

Communications

- ❑ Heat sets or radios (Depending on venue, 0-10 may be needed)
- ❑ AA batteries for head sets/radios

Announcer

- ❑ National Anthem recording
- ❑ Music selections for finals sessions

Marshals

- ❑ Identifying attire

Awards

- ❑ Ribbons, medals, or other awards as dictated by meet, pre-counted
- ❑ Paper bags to sort ribbons into (1 per team)

Sales

- ❑ Cash drawers
- ❑ Cash

Venue Checklist

Pool

- Water temperature at 78-80°F
- Minimum depth requirement met (102.2.3)
- Starting blocks installed and stable
- Lane lines tight
- Backstroke flags set a correct distance (25 Y @ 5 Y, 25/50 M @ 5 M)
- Backstroke flags set at correct height (25Y @ 7 ft, 25/50 M @ 5'11" to 8'3")
- Backstroke flags two or more alternating colors and at least three flags over each lane
- 1.5 M marked on lane lines
- Midpoint line (50 M pool)
- Recall rope
- Re-circulation system turned off during competition
- Diving boards, if any, in up position
- Ladders/lifts out of water or behind ropes
- Pool corners (diving well, step areas) blocked by ropes
- Lap cards for distance events
- Timing System
- Pads (1 per lane with 2 or more extra)
- Wiring harness
- 2 or 3 backup buttons per lane plus extras
- Starting unit (charged)
- Microphone for starter
- CTS
- Computer with Meet Manager installed
- CTS Printer
- Cable, CTS to Computer
- Printer cables (2)
- Table for set-up, raised if possible
- Chairs, 4-6
- Photocopying Services
- Identify vendor or have available photocopier
- Clerk of Course
- Sign indicating "Clerk of Course" area
- Rows of 6 or 8 chairs (or benches) if being used
- Chalkboard or other visual clue for indicating which events should be at the Clerk of Course
- Table for positive check-in, scratching
- Chairs, 1-2 for workers
- Announcer
- PA system set-up
- Music system set-up if required
- Link to remote areas (Clerk of Course, overflow area, gymnasium, etc.)
- Chair
- Remote Areas
- Chalkboard to indicate current event in water, events called to Clerk of Course
- PA system if available
- Concessions (Food, Heat Sheet Sales, T-Shirt Sales, Swim Shop)
- Tables set-up
- Area for cooking if needed
- Area for storing food/drinks
- Signs
- "To the Pool"
- "Locker Rooms"
- "No Swimmers Allowed"
- "Only Swimmers, Coaches, and Officials Allowed"
- Friday AM Results, Friday Finalists, Friday PM Results, Friday Finals Results, etc.
- "PACE-NO DIVING" (4), "SPRINT" (4), "GENERAL-NO DIVING" (6), lane signs (in plastic protectors)
- "Concessions"
- "Heat Sheet Sales"
- Lane assignments and times for warm-ups
- Timer lane assignments