

# RECOMMENDED DUAL MEET PROCEDURES & GUIDELINES

## PRE-MEET POOL ARRANGEMENTS - ATHLETIC DIRECTOR (HOST TEAM)

- DOUBLE CHECK arrangements to ensure the pool is scheduled for meet date (cost, reserve lead time, equipment requests, etc.)
- POOL SET UP—backstroke flags properly placed, lanes numbered correctly, lights, blocks, etc.
- MEET SETUP—seating, drinking water, starting system, PA system for announcing, national anthem, false start rope, lane lines, etc.
- LAP COUNTERS—**MUST** be provided for visiting team and **MUST** be in good repair else host team swimmers are DQed

## PRE-MEET COORDINATION - MEET DIRECTOR (HOST TEAM)

Schedule officials - Referee, starter, two stroke & turn judges plus alternates/relief, sweep judge, safety marshals for warm-ups

Assign head timer to obtain adequate number of timers, check watches for adequate number and working properly

Assign head scorer to obtain one or two assistants, distribute score sheets as necessary

Obtain required meet equipment and supplies, including starting system, watches, bell, and pencils

Schedule locker room marshals if necessary as well as deck marshals for warm-ups

Contact visiting team rep: Provide map or directions, agree on equipment to bring (watches, lap counters if necessary), discuss any equipment or deck official/scorer shortages for which you need assistance

## PRE-MEET COORDINATION - VISITING TEAM

Provide maps to parents

Schedule officials (two stroke & turn plus relief/alternates), sweep judge, timers and scorers. Advise to be at meet at least 30 minutes prior to scheduled start.

Check watches for adequate number and working properly

## COACH-TO-COACH COMMUNICATION

It is recommended that prior mutual consent between coaches be reached on those items requiring it at least 3 days before the meet.

One item that may require discussion/decisions is the number of entries per team/number of lanes scored for competition in pools with 8 lanes. Exhibition entries are permitted and may be assigned to fill up additional lanes/heats.

- Visiting team's coach selects competition lanes (odd or even for use in **preparing entry cards in advance of meet**)
- Agree on Event numbers (22 events or 24 events depending on how the diving events are considered)
- Decide on warm-up times/lanes, as necessary
- Decide on exhibition swims for extra lanes/heats
- Verify that scoring heat swims FIRST in multiple heat events
- Describe pool deviations (length, block shape or height)
- Discuss procedure for inclement weather decisions – Host athletic director/principal decides

## PRE-MEET BRIEFING: COACHES and REFEREE

Communicate information on exhibition heats; verify that scoring heat swims FIRST in multiple heat events

Discuss/decide on 15-minute or shorter (or longer) intermission

Verify that swimmers are not wearing jewelry and are properly attired

Warm-ups – Swimmers may only enter pool with coach & referee direction; feet first entry from deck unless in designated start/sprint lane (See guidelines on

Page 4 of the Rules Book—it is recommended that a copy of the meet warm up guidelines be given to each coach prior to the start of warm-ups)