

HOW TO RUN A MEET

Meet Director

- Needs to be accessible at all times, by all teams (parents NOT included - hal)
- Should not have "other jobs" such as starter/announcer/stroke judge
- Needs to record and document all DQ's (post season)
- Assign ONE PERSON from each team to talk to the Meet Director (president or designated team rep) in the event there's an issue.
- Monitor "spread" between events (Ex: from start of 7-8G 25 Free to start of 7-8G 25 Breast – 30 minutes or longer)
- Communicates with Stroke Judges pre-meet and during meet
 - o Designate position assignments and responsibilities (have a map for easy access, check regularly)
 - o Remind SJs that all SJs watch assigned takeoffs as well as strokes for their half of the pool
 - o Watching end to ½ mark, or flag to flag, flag to wall, etc
 - o Hit the highlights of Stroke Rules
 - o Double check clinic attendance (might be good to do this in advance)

Meet with Timers

- o Remind Timers (over the edge, do your best, etc)
- o Remind Scribes about importance of legible writing
- Breaks: Break only when necessary. These meets are long enough

Starter/Back Up

- Needs to be on edge of the pool by start of race for proper recall ability for 12U
- Access to the extra air and horns (horns go bad, so NEVER throw one away)
- Reminder - NO RECALL for 13 & Ups
- Needs to be current with clinic attendance
- Can be finish judge or SJ on 3 lanes closest if necessary
- ONLY the starter can call a false start. Period.

Announcer

- Announce event/heat/lane
 - o Some teams have gone to a stand with Heat/Lane flip chart
 - o Can be placed by starter – if short staffed, let starter flip chart
- Announce next age group that is needed at ready bench. Watch and manage the build up at ready bench
- Remind timers/scribe the importance of good handwriting, proper numbers and team initials
- Announce Advancers/Results (if prelims/finals)
- Keep it clean and friendly across ALL teams
- Don't talk too much during races -
- Help watch back up at Awards area
- Help Meet Director /Starter PUSH for time
- Make yourself available to visiting team
 - o Post meet dinner plans
 - o Birthdays
 - o Upcoming announcements, etc
- Don't delay meet by making announcements between heats
- 15-20 secs between heats max

Timers/Scribes

- Activate watch at the start of the race on the sound of the horn
- Stop the watch when ANY part of the body touches the wall
- Offer watch to scribe for correct documentation AND read it
- Don't clear watch until scribe as completed tasks
- Write legibly – handwriting on tix can make or break a meet
- Have a scribe sheet that is big enough to see
- Hang OVER the edge of the pool to stop watch. You will get wet :)

Ready Bench Coordinator

- Have 6 lanes of something for kids to line up on (benches, bleachers, chairs, rope, line on ground)
 - o FILL FILL FILL lanes.
- Don't separate home/away benches. Kills "lane filling" after first heat.
- Facilitate movement of swimmers from ready bench to starting area
- Fill lanes as needed. Again...FILL LANES

	<ul style="list-style-type: none"> o First heat filling – ANNOUNCE "mark timer sheet HEAT 2", and there are no problems-in theory true, but we have found that it can be more of a problem and we stopped doing it unless it is like open kids and we really only have one heat. IT slows the meet down a bit as well.)-dawn • Keep parents out of the area. ONLY tent/age group/marshalls (one per team - send extras to other side) • Needs to be a relatively LOUD person
Stroke Judges (Season/Prelims/Finals)	<ul style="list-style-type: none"> • Needs to be an equitably divided/shared amongst the teams o 8 Lane Pool: 8 judges - 4 on each end watching 2 lanes to the half-way mark (2 from each team) o 8 Lane Pool: 4 judges - 2 splitting each end in half and watching half way across the pool (1 from each team) o 6 Lane Pool: 8 judges - 3 on the ends watching 2 lanes half way, and one on each side o 5 Lane Pool: Make it work. Don't "over-watch" • Needs to current with their clinic attendance. Someone needs to check this PRIOR to prelims (print sheet and take it with you) • Starter/Announcer needs to rotate the judges BUT pay attention to who is working with who in a lane....swap accordingly • Need to work out WHERE everyone will go at the start – do this BEFORE the meet. We forget this each year. • Mechanical Pencils work the best... no sharpening necessary. • Document DQ's per Meet Director's wishes. ALL FIRST HEATS are documented.
POST SEASON STAT/MEET MANAGEMENT ROOM	<ul style="list-style-type: none"> • PreMeet MUSTS; o Check for updates prior to heading to meet – Update MEET MANAGER 6.0 (2016) o Make sure you have 2 rosters for EVERY TEAM (one by alpha, one by swimmer number) o Find out if you are using TIME CARDS or TIMER SHEETS (have a plan for runners)
ORDER OF EVENTS for EASY MANAGEMENT	<ul style="list-style-type: none"> • Times Sheets are dropped at the stat/scoring area (maybe have a basket, and clothespins) • Sheets get circled and verified (usually 4 people – 2 from each team reg season, 1 from each at prelim/finals) • Regular Season – goes to AWARDS / Post Season – then goes to computer • Goes to computer/data entry person for data entry o Some teams have a "reader" and a "data entry" person here o Some JUST have a data entry person (both fine) o ONE result sheet is printed for verification • Post data entry, order the time sheets fastest to slowest for verification against computer results • Result sheet is then verified against the time sheets (someone OTHER than the data entry person as they'll start the next event) • Correct as needed and/or post o Consider printing NOW for each team and start "stacks" o Think of when you will print a set for all four teams • DON'T FORGET TO POST YOUR SCRATCH SHEETS!!!!This will help ALL of us. • Time Sheet storage: paper clip, monkey clip, or rubber band by event. Keep all of them together somehow by event. Toss into a shoe box. Do NOT separate by team during post-season festivities • Most stat rooms run 2 computers but one is just fine. Suggestion: o Boys on one/ Girls on other. Merge later. o By event...merge later o One computer – just VERY slow AND extra verification is needed. • Don't forget tape for results or string to hang results on (we use clothespin) • Maybe print a sign to draw attention to SCRATCH SHEET if you are posting. • Melanie's phone 281.543.7803
FINALS (addition of scoring)	<ul style="list-style-type: none"> • Drop time sheets in scoring area o Have paperclips/clothespins to keep heat together • Circle & Verify • Give to Scorers for scoring • Pass to data entry, input • Verify o Time sheets against computer report o Can score on the computer if you want • The spot is by the time when you enter it • Have a cheat sheet for place points
AWARDS	<ul style="list-style-type: none"> • Reg Season: Timer sheets go to scorers, THEN to awards. THEN back to team computers if data entry happens at meet * If no COLORADO TIMING SYSTEM: <ul style="list-style-type: none"> • Post Season: Timer sheets get circled, entered in computer, THEN awards.

	<ul style="list-style-type: none"> • VERIFY VERIFY VERIFY • Have a designated runner go between scoring area/room to awards • Runner drops at awards AND announcer (post-season). • Record time that results were dropped and announced (announcer can do this too) for SCRATCHES
	* If using COLORADO TIMING SYSTEM:
	* 2 buttons per lane, 1 scribe, 3 watches
	* CTS Buttons "stops" clock.
	* Times get pulled into MEET MANAGER
	* If all times are good, print RESULTS SHEET, send to Awards by runner
	* If times are missing, send runner to grab time from clipboard at lane. Hand input. Print RESULTS, send to AWARDS
COACHES	
	<ul style="list-style-type: none"> • Communicate with your President or League Rep if there is an issue. NOT the meet director • Have team representative (usually our Meet Director) do the communicating on issues/questions/protests • Must be current with clinic attendance to file protest • Must be current with clinic attendance AND have a coaches disclosure on file with league • Manage your swimmers – delegate coaching responsibilities • Do NOT approach a stroke judge. Let someone else do it...it just works better • Coaches can NOT stroke judge, nor discuss calls with stroke judges • Coaches can NOT point out bad strokes while kids are swimming • Entries: Follow league rules at ALL TIMES regardless of # of kids on team <ul style="list-style-type: none"> o 10U: All events o 11Up All events • Don't cheat.
OTHER (Post Season)	
	<ul style="list-style-type: none"> • Water – all teams bring water bottles in coolers already iced down • Paper – all teams bring a ream • Ink – donate money or cartridges. Split cost. • Printers – figure it out. Don't forget drivers..... • Batteries for mice. Yep, I said it. • Extra lights for scoring area if outside. • Tents: all teams bring 2 for meet use. <ul style="list-style-type: none"> o Cover timers o Cover swimmers on both side o Cover score table/computers o Throw in a few sets of flaps for rain...God forbid.
EVERYONE	
	<ul style="list-style-type: none"> • Be cool and accommodating • Weather – communicate with all teams involved and decide together <ul style="list-style-type: none"> o Great apps for lightning and weather. o Most are free (Try RadarCast, LightningCast) • Remind all "we are in this for the kids" • Protect the score/stat area/room (keep kids/coaches OUT) • Respect one another. No explanation necessary
Other Topics:	
	Volunteer Coordinators
	Tent / Marshall / Age Group Parents
	Ready Bench Coordinator
	Stat Person Responsibilities
	Communication with Teams
	Touch base with other Team prior to meet
	Prez/Meet Director – YOUR job to control coaches.
	League Rule enforcement
	Awards – EOY Awards – High Point Trophies
	Reports
	Concessions

