MEET STANDARDIZATION & SUGGESTIONS
(Updated June 2018)

SET UP | MEET AREAS
• Ensure all teams have a pre-designated TEAM AREA with signage if possible
• Designate a COVERED AREA for meet management, preferably inside if possible.
  o Tents with power
  o Needs power for computers/lights/fans
  o Easy entry points for runners and officials
• Ready Benches – both ends of pools – require check in for 13 & Ups
  o Chairs are acceptable
  o Shaded is preferable

Meet Director
• Needs to be accessible at all times, by all teams (parents NOT included - ha!)
• Should not have “other jobs” such as starter/announcer/stroke judge/coaching
• Can’t be a Head Coach per bylaws
• Designate 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 takeoffs as well as strokes for their half of the pool
  o Watching end of pool 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
• Have SJ/Starter/Meet Director list at hand in event of protest. Head Coach must be current on clinic attendance.

Starter/Back Up Starter
• Needs to be on edge of the pool by start of race for proper recall and false start calling
• 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
• Remind SJ/Coaches/Timers to step back for the start.

Announcer
• Announce event/heat/lane
  o Consider a Heat/Lane flip chart – helps Scriber/Timers/Starter
  o Can be placed by starter – easy to handle
• Watch and manage the build up of bodies at ready bench – announce next age group
• Remind timers/scribe the importance of good handwriting, proper numbers and team initials
• Help Meet Director and Starter spread out events at finals (watch time)
- Check in with other team – make yourself available
  - Post meet dinner plans
  - Birthdays
  - Upcoming announcements, etc
- Don’t delay meet by making announcements between heats
- 15-20 secs between heats max
- Remind swimmers/tent parents to head to AWARDS area post-swim.

**TIMER/SCRIBES**
- Have a designated HEAD TIMER/BACK UP TIMER
  - Usually starts/stops 2 watches
  - Monitors timers.
  - Provides watches if watch fails
  - Has access to timing sheets
- Activate timer 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 let scribe read it
- Don’t clear watch until scribe as completed tasks
- Lean over the edge of the pool to stop clock. Required.

**READY BENCH – HOME TEAM provides a HEAD READY BENCH**
- Have 6 lanes of something for kids to line up on (benches, bleachers, chairs, rope, line on ground – make it work)
- Facilitate movement of swimmers from ready bench to starting area
- Keep parents out of the area. ONLY tent/age group/marshalls
- Needs to be a relatively LOUD person “bossy” person 😊
- Fill lanes ON READY BENCH.
- Teams must REQUIRE kids of all ages to check in at RB.
  - No shows. Fill lanes on ready bench.
  - Be aware swimmers may freak b/c of what’s written on their arm.
  - Facilitates fast arrival at edge of pool
- Home team Ready Bench volunteers IS IN CHARGE.
  - Visiting team – don’t take your swimmers
  - Communicate with Visiting team – solicit help as necessary
- ONLY Age Group parents & Ready Bench folks in RB Area.

**STROKE JUDGES**
- Needs to be an *equitably divided/shared* amongst the teams
  - 6 Lane Pool: 8 judges for relays - 4 on the ends watching 3 lanes half way
  - Other Pools: Make it work. Don’t “over-watch”
  - Division decides numbers together – per bylaws, must have 4 on deck at the least
  - Lane Judge moves towards Side Judge if call is in question.
  - Thumbs up/down are acceptable. Discussion on starts during relays allowed. Good or bad…no questionables.
- Needs to current with their clinic attendance. Check this PRIOR to meet. Link on SHRSL.org front page
- Starter/Announcer needs to rotate the judges for sun reasons, BUT pay attention to who is working with who in a lane…swap accordingly. Mention at SJ pre-meet gathering.
- Need to work out WHERE everyone will go at the start – do this BEFORE the meet.
- Mechanical Pencils work the best… no sharpening necessary.
• Document DQ’s. Bylaws state the minimum of FIRST HEAT DQ-marking

STARTER:
• 12 & Under call backs.
• Assign false starts as necessary.
• NO CALL BACKS for 13 & Up.
• Keep things moving.
• Commands
  o Take your mark
  o Timers – Clear your watches
  o Timers Ready.

SCORING AREA STANDARDIZATION
• Pre-Meet MUSTS;
  o Power
  o Tent/Tables
  o BYOF – Bring your own fan.
  o Bring your own “clips” for post-Awards

VERIFICATION (Circling & Verifying)
1. Runner (2 -3 people)
   a. Runner “runs” time cards by heat to score/data entry area
   b. Have a BASKET/BOX (basket #1) for runner to place time cards
   c. Clip time cards together with clothespins (wood works best)
   d. *NOTE: Keep heats together

2. Verifiers (2 people)
   a. grab entire heat of time cards from box/basket
   b. Circle middle time. Times should be within .3 of each other. Notify Meet Director of discrepancies
   c. Re-write official time on card at bottom
   d. Place in AWARDS basket (2 baskets need to be separated by boy/girl)
   e. Organize with Place 6 on top and Place 1 on bottom.

3. Data Entry (2-4 people/2 computers)
   b. Enter times into Team Manager post Awards.
   c. Suggestion:
      i. Index Card box with dividers for EVENT (numberd).
      ii. Does NOT have to be done at pool. Nice though.
      iii. Staple by HEAT in case there’s an issue later.

AWARDS – Have a plan.

1. Retrieve timer sheets from SCORING.
2. Ribbons:
   a. Group by a FULL SET of 1-6. Paper clips work good. OR
   b. Shoe boxes separate by place. Volunteer grabs one of each.
c. Pass out ribbons to BOTH teams. Do NOT write on them at this time.
d.

COACHES
• Communicate with your President or League Rep if there is an issue. Have ONE person designated to communicate with Meet Director if “visiting team”.
• Have team representative (usually our Meet Director) do the communicating on issues/questions/protests
• Head Coach
  o Must be current with clinic attendance to file protest.
  o Must have Coach’s 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. Go to the MD.
• Coaches can NOT point out bad strokes while kids are swimming
• Entries: Follow league rules at ALL TIMES regardless of # of kids on team
  o ONLY 13-14’s can be moved UP for both relays – NOT 11-12s to a 13-14.
    ▪ Make sure you COMPLETELY understand this rule
    ▪ If you do move 13-14’s up, they can NOT also swim the 13-14 relay – you have to choose (This will be viewed as an illegal swimmer – 100 pt deduction)
• Monitor your swimmers.
• Have a plan for warm ups. It’s crazy. We know.

SUGGESTED SUPPLIES FOR MEET:
• SCORE / MEET MGMT Area
  o 1-2 printers & cartridges
  o 2-3 Computers
  o Highlighter to mark ALL STAR ADVANCER
  o Ruler for straight lines 😊
  o Extension Cords
  o Flash Drives (2-3, or one per team)
  o Paper/Pencils/Pens
  o Staplers
  o Clothes Pins
  o 4-5 baskets for time card organization
  o NO KIDS ALLOWED
  o Copiers/Printers
    ▪ Extra printer for JUST copying – set to B/W, draft for quicker printing
    ▪ Back up printers
• Tape for posting (duct tape is great when humid)
• Clothesline & Extra clothespins for posting
• Stroke Judge items (clipboards, DQ forms, Dual Confirm Forms, pens/pencils)
• Timers (clipboards, pencils, timer pads, book lights, watches & more watches)
  o MARK YOUR WATCHES
  o MARK YOUR CLIPBOARDS
• Water – all teams bring water bottles in coolers already iced down
• 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.
  o Cover timers
  o Cover ready benches
  o Cover score table/computers
  o Throw in a few sets of flaps for rain…….
• First Aid Kit – tell people where it is 😊
• Batteries for Sound System microphones

MEET TIPS of the TRADE
• Don’t make the home team/Division VP do EVERYTHING…. 
• Meet Director:
  o Wear something BRIGHT or have a plan to “hang out” in one area in case they need you
  o Check on the meet management/score room every now and then
  o COMMUNICATE COMMUNICATE COMMUNICATE!
  o Keep an eye on awards and the “back up”
  o Have a 30 minute goal – See that each age group has at least 30 min between events (ex: from start of 7-8 relays to start of 7-8 freestyle = 30 min+)
  o Don’t forget your DQ forms & a ClipBoard – you need to record EVERYTHING at this meet!
• Have a rain plan…just in case – COMMUNICATE COMMUNICATE COMMUNICATE!
• Announcer:
  o Give Tent/Age Group parents PLENTY of time to gather up swimmers
  o USE your announcer. Have a plan.
  o Use Event Order print out to keep up with event/heats (see Div VP below)
  o Get info from teams: Coach’s names, any sponsorship info that needs to be announced, post-meet plans
• Organization:
  o Have an “Event/Heat” flip chart of some type for the starter/announcer/timers to view
  o Coolers of water…don’t need anyone dropping from heat/dehydration
  o Know where a doctor is…just in case
  o Clothesline & Clothespins are a good way to post results – easy up, easy down
• Score/Meet Mgmt Area:
  o NO KIDS/FAMILIES w/o good reason
  o AC is really appreciated
  o Have a few extension cords
  o DOCUMENT on a separate piece of paper SCRATCHES…trust me, things get lost
  o Each team bring a flash drive
• TIMING
  o Have a plan for who is in what lane PRIOR to timer checking
  o Have 2 back up timers if possible (and ones that can pay attention and hear)
  o RED PENS for timers to mark DQs
• Pre-Meet Communication:
  o Parking issues?
  o Food – Concessions
• Weather – communicate with all teams involved and decide together
  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 scorerroom/stat room (keep kids/coaches OUT)
• Respect one another. No explanation necessary

MEET REPORTS & SIGNAGE (2015)
  o Each team is responsible from printing their OWN Meet Reports
    ▪ File will be posted on website by 8pm the night before
      • MM4 File
      • Heat Sheet in PDF (for easy printing)
    ▪ Tent/Age Group Parent Heat Sheets
    ▪ Coaches Reports
    ▪ ANYONE ELSE…that needs one
  o Division VP (PRINT THE FOLLOWING)
    • Print own HEAT SHEET
    • Print 2 for READY BENCH – Mark them LEAVE IN READY BENCH/READY BENCH COPY)...or something of the sorts
    • One for ANNOUNCER
    ▪ Signage & Communication (all will be on website – please print accordingly)
      • Print RESULTS signs
      • Print SCRATCH signage
        o One for posting
        o One for announcer/meet director
      • Print ALL STAR ADVANCERS sign (All Star Advancers listed on SHRSL website)
      • Print EVENT ORDER for announcer “check off” (print 3)
        o Meet Director
        o Score area – (For updating what has gone out, come back in and what’s final)
        o Announcer