

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.
 - Tents with power
 - Needs power for computers/lights/fans
 - Easy entry points for runners and officials
- Ready Benches – both ends of pools – require check in for 13 & Ups
 - Chairs are acceptable
 - 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
 - Designate position assignments and responsibilities (have a map for easy access, check regularly)
 - Remind SJs that all SJs watch takeoffs as well as strokes for their half of the pool
 - Watching end of pool to ½ mark, or flag to flag, flag to wall, etc
 - Hit the highlights of Stroke Rules
 - Double check clinic attendance (might be good to do this in advance)
- Meet with Timers
 - Remind Timers (over the edge, do your best, etc)
 - 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
 - Consider a Heat/Lane flip chart – helps Scriber/Timers/Starter
 - 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
 - Take your mark
 - Timers – Clear your watches
 - Timers Ready.

SCORING AREA STANDARDIZATION

- Pre-Meet MUSTS;
 - Power
 - Tent/Tables
 - BYOF – Bring your own fan.
 - 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)
 - a. Separate timer sheets by team. Share accordingly.
 - b. Enter times into Team Manager post Awards.
 - c. Suggestion:
 - i. Index Card box with dividers for EVENT (numbered).
 - 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
 - Must be current with clinic attendance to file protest.
 - 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
 - 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
 - 1-2 printers & cartridges
 - 2-3 Computers
 - Highlighter to mark ALL STAR ADVANCER
 - Ruler for straight lines ☺
 - Extension Cords
 - Flash Drives (2-3, or one per team)
 - Paper/Pencils/Pens
 - Staplers
 - Clothes Pins
 - 4-5 baskets for time card organization
 - NO KIDS ALLOWED
 - 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)
 - MARK YOUR WATCHES
 - 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.
 - Cover timers
 - Cover ready benches
 - Cover score table/computers
 - 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:
 - Wear something BRIGHT or have a plan to “hang out” in one area in case they need you
 - Check on the meet management/score room every now and then
 - COMMUNICATE COMMUNICATE COMMUNICATE!
 - Keep an eye on awards and the “back up”
 - 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+)
 - 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:
 - Give Tent/Age Group parents PLENTY of time to gather up swimmers
 - USE your announcer. Have a plan.
 - Use Event Order print out to keep up with event/heats (see Div VP below)
 - Get info from teams: Coach's names, any sponsorship info that needs to be announced, post-meet plans
- Organization:
 - Have an “Event/Heat” flip chart of some type for the starter/announcer/timers to view
 - Coolers of water...don't need anyone dropping from heat/dehydration
 - Know where a doctor is...just in case
 - Clothesline & Clothespins are a good way to post results – easy up, easy down
- Score/Meet Mgmt Area:
 - NO KIDS/FAMILIES w/o good reason
 - AC is really appreciated
 - Have a few extension cords
 - DOCUMENT on a separate piece of paper SCRATCHES...trust me, things get lost
 - Each team bring a flash drive
- TIMING
 - Have a plan for who is in what lane PRIOR to timer checking
 - Have 2 back up timers if possible (and ones that can pay attention and hear)
 - RED PENS for timers to mark DQs

- Pre-Meet Communication:
 - Parking issues?
 - Food – Concessions
- Weather – communicate with all teams involved and decide together
 - Great apps for lightning and weather.
 - Most are free (Try RadarCast, LightningCast)
- Remind all “we are in this for the kids”
- Protect the scoreroom/stat room (keep kids/coaches OUT)
- Respect one another. No explanation necessary

MEET REPORTS & SIGNAGE (2015)

- 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
- 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
 - One for posting
 - 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)
 - Meet Director
 - Score area – (For updating what has gone out, come back in and what’s final)
 - Announcer