

## MEET STANDARDIZATION & SUGGESTIONS

(Updated 2022)

### SET UP | MEET AREAS

- Ensure all teams have a pre-designated TEAM AREA with signage if possible
- Divvy up responsibilities amongst teams: SJ/Timers/Scribes
- Designate a COVERED AREA for meet management
  - Tents are fine
  - Needs power for computers/lights/fans
  - Easy entry points for runners and officials, barricaded from swimmers
- Ready Benches – both ends of pools
  - Chairs are acceptable
  - Shaded is preferable

### Meet Director

- Accessible at all times, by team leaders (presidents, coaches, etc)
- Should not have “other jobs” such as starter/announcer/stroke judge/coaching
- Can't be a Head Coach per bylaws
- Meet with Head Coaches & Presidents before the meet starts
  - Share views on approaching SJs
  - Expectations of switch at halfway point
- Communicates (or joins meeting) 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 (or join meeting)
  - 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.
  - Limit switch at half (30 or 32) to 5-6 minutes
  - Facility issues with disappearing timers
- Needs to be current with clinic attendance

### Starter

- Needs to be on edge of the pool by start of race – NO RECALLS (new 2022)
- Access to the extra air and horns (horns go bad, so NEVER throw one away)
- Needs to be current with clinic attendance
- Can be finish judge or SJ on 3 lanes closest when necessary
- Words:
  - Timers, Clear your watches
  - Take Your Mark (not Swimmers, take your mark)
- Only person to assign a false start to a swimmer.
  - Communicate with scribes
  - Can assign a false start to yourself (the starter can say “my bad”)

- No recalls unless it's your fault

### **Announcer**

- Announce event/heat/lane
  - Use Heat/Lane flip chart, helps starter and parents/tent parents
  - 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
- Check in with other team – make yourself available
  - Post meet dinner plans
  - Birthdays
  - Upcoming announcements, team party, etc
- Don't delay meet by making announcements between heats
- Don't announce names during heats
- 20-30 secs between heats max
- Limit music to final relays
- Announce "Participation in lane #, #, #)
  - Poll/Check in with easy/start/turn end of pool first
  - Then check with finish end
- Suggestions for announcements:
  - Announce 9-10 Girls Back get ready (fire the warning shots)
  - Announce 9-10 Girls Report to Ready Bench
  - Watch the RB, don't call too early, esp when awards & ready bench are backed up. Gets loud.

### **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 let scribe read it
- Don't clear watch until scribe as completed tasks
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### **Ready Bench Coordinator**

- Have 6 lanes of something for kids to line up on (benches, bleachers, chairs, rope, line on ground, taped X's – make it work)
- Facilitate movement of swimmers from ready bench to starting area
- Keep parents and coaches out of the area. ONLY tent/age group/marshalls
- Needs to be a relatively LOUD person. Great position for teachers.
- RBC moves or releases swimmers to edge of pool. NOT COACHES/VOLUNTEERS.
- Reseed at the Ready Bench.
  - Look for open lanes/uneven heats
  - Reseed immediately, don't wait until swimmers are on edge of pool
- Consider having one heat on edge ready to swim, one heat immediately behind them
- Don't have ready benches behind each lane.
  - Group them away from edge of pool
  - You'll be able to see the uneven/open heats better
  - Helps with noise at the start of a race

### **Stroke Judges & Lead SJ/Meet Director**

- Needs to be an *equitably divided/shared* amongst the teams
  - 8 Lane Pool: 4 judges - 4 on each end watching 4 lanes to the halfway mark
  - 8 Lane Pool: 4 judges for relays, swimming 4 lanes. Increase if swimming 8 lanes
  - 6 Lane Pool: 4 judges - 2 on the ends watching 3 lanes halfway
  - Other Pools: Make it work.
- 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
- 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 per Meet Director's wishes. ALL HEATS are recorded.
- Don't "over-watch" or "look" for mistakes

## STAT/DATA/AWARDS

1. Runner (2 -3 people)
  - a. Pick up time sheets post-swim,
  - b. Runner "runs" timecards by heat(s) to score/data entry area
    - i. Have a BASKET/BOX (basket #1) for runner to place timecards/sheets
    - ii. Clip timecards together with clothespins (wood works best)
    - iii. \*NOTE: Not necessary to keep cards together this year (2022)
2. Circlers (1-2 people)
  - a. Circle middle time
  - b. Have someone verify (could be the scoresheet person, if using scoresheet)
  - c. **PASS TO AWARDS...DO NOT WRITE TIMES ON RIBBONS. (2022)**
3. Data Entry
  - a. Enter times into Swimtopia AFTER AWARDS passes sheets back.
  - b. Each team brings their own computer.
    - i. Can divide into boys and girls
    - ii. Share results at end
    - iii. Don't FINISH meet until both teams sign off on it. COMMUNICATE.
    - iv. If desired, print results and post (helps with mistakes)
    - v. DO NOT HOLD UP AWARDS for data entry. Awards first, then data entry.

## AWARDS

1. 2 People (at least)
2. Take timesheets/heat sheet with times from Circler/Verifier
  - a. Do NOT let the sheets go to computers/data first
  - b. Circlers should give you the heat stack BY PLACE, 6<sup>th</sup> to 1<sup>st</sup>
3. Distribution of ribbons
  - a. Start with 6<sup>th</sup>, call the name (or number, name is easier)
  - b. 2<sup>nd</sup> person hands out ribbon.
  - c. Tell the swimmer to head back to their tent
4. DO NOT WRITE TIMES ON THE RIBBONS
  - a. Can print labels for your team and distribute to tents

- b. Print labels and have available at practice next day
- c. Print results and let parents write on ribbons

## COACHES

- Communicate with your President or League Rep if there is an issue.
- Have team representative (usually our Meet Director) do the communicating on issues/questions/protests
- Must be current with clinic attendance to file protest 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, against bylaws
- 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
- Have a plan for warm ups

## Suggested Staff Outside of MANDATORY Staff:

- Head/Chief of Meet Mgmt Area (score area)
- Head Ready Bench
- Head Timer and designated Back Up Timer (maybe 2)

## SUGGESTED SUPPLIES FOR MEET:

- SCORE / MEET MGMT Area
  - Extension Cords
  - Flash Drives (2-3, or one per team)
  - Paper/Pencils/Pens/Staplers/clothes pins
  - 2-3 baskets for time card organization
  - NO KIDS ALLOWED
- 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
- Extra lights for scoring area if outside.
- Tents:
  - Cover timers where possible
  - 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**

- 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”
  - Check in with Data/Stats
    - Ask about handwriting
    - Ask about “continuous issues in one lane”
    - Ask Circlers for times to be within .3 of each other. Notify if not.
- Have a rain plan...just in case – COMMUNICATE COMMUNICATE COMMUNICATE!
- Announcer:
  - Give Tent/Age Group parents PLENTY of time to gather up swimmers
  - Use Event Order print out to keep up with event/heats – Data/Doc on Website for download
  - 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
  - Know where a doctor is...just in case
- 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)
- 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, Storm Radar)
- Remind all “we are in this for the kids”
- Protect the stat area (keep kids/coaches OUT)
- Respect one another. No explanation necessary

## **NEW IN 2022:**

- Swimmers must surface at 15 meters (16.4) yards
  - Freestyle, Backstroke and Butterfly
  - Both ends of pool
- No Recall. All swimmers are DQ’d on first false start.
  - Can assign False Start to Starter if it’s your fault
  - It’s a rule.

## **Stroke Review:**

## Freestyle

- Any stroke is okay EXCEPT ON Medley Relay and INDIVIDUAL MEDLEY
- Must be something other than freestyle on MR and IM

## Backstroke

- Emphasis on turn. One pull or less after turning on breast and leave wall on the back
- Watch stops when any part of body touches the wall.
- 180 degrees of latitude on turns & stroke

## Butterfly

- Recover both arms simultaneously over the water.
- Must be a dolphin kick. Zero flutter.
- Feet in same plane

## Breaststroke

- Emphasis on “pull out”. Dolphin kick must be before breaststroke kick
- 2 hand touch on both the turn and finish

## Individual Medley(IM)

- Back to breast transition (touch wall while on back and leave wall on breast).
- Cannot make propulsive move on 4<sup>th</sup> length while on the back (Lochte Rule)

## Relay take-offs:

- Dual confirmation required
- Written (not verbal) procedure (thumbs up/down after start & after recording is okay)
- No forward step(s) into start. That is a stroke call (doesn't have to be starter)
- Side judge (exterior) makes first move towards Lane judge (interior)

## Starter:

- No recall
- Use commands “Take your mark” and “Stand up”

## Meet Director

- Provide clear and concise responsibility instructions to stroke judges prior to each shift
- Attire: White over Khaki. Collared shirt for men

\*If not 100% certain give the swimmer the benefit of the doubt