

# Meet Director's Handbook



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## ***Table of Contents***

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Preface .....	3
Glossary .....	5
Chapter 1: Meet Director .....	7
Chapter 2: Meet Requirements .....	9
Chapter 3: The Committees and Key Positions .....	17
Chapter 4: Meet Administration .....	25
Chapter 5: Computerized Swim Meets .....	31
Chapter 6: Time Trials .....	37
Chapter 7: Meet Evaluation .....	39
Appendices: .....	41
Meet Forms .....	43
Meet Information .....	44
Master Entry Form .....	45
Disqualification Slip .....	46
Relay Entry Form .....	47
Relay Take Off Form .....	48
USA Swimming Report of Occurrence .....	49
Meet Evaluation Form .....	50



# PREFACE

The USA Swimming *Meet Director's Handbook* has been designed as an organizational and operational aid for the novice meet director and is dedicated to the thousands of volunteers who serve as meet directors each year. This handbook provides general guidelines for the planning and conduct of a USA Swimming sanctioned swim meet. Most Local Swim Committees (LSCs) have specific rules and guidelines concerning the conduct of local meets. An explanation of LSC rules and sanctioning requirements can be obtained from the LSC General Chairperson.

The exact responsibilities of the meet director vary greatly from club to club and from LSC to LSC. This manual has been written as generically as possible; therefore, not all of its contents will apply to every meet.



# GLOSSARY

**Check In:** The indication that a swimmer intends to participate in an event.

**Consolation Finals:** The race that determines final places and times for the next fastest swimmers who failed to qualify for the finals. Swimmers in a consolation final may not place ahead of swimmers in the final heat regardless of their time. Generally this heat determines places 9 through 16.

**Deck-entered meet:** A meet where all entries are accepted on the first or a later day of that meet and subsequently seeded into events.

**Entry Times:** Times filed with an entry, as having been previously achieved.

**Event:** Any race or series of races (heats) in a given stroke and distance. For competitive limits, one event equals one preliminary or one timed final, or one preliminary plus the corresponding final.

**Final:** Any single race that determines the final places and times in an event.

**Finals:** The concluding session of each day of a preliminaries and finals meet in which the fastest qualifiers in each event compete.

**Heat:** A division of an event used when there are too many swimmers to compete simultaneously.

**Qualifying heats (preliminaries):** A competition in which a number of heats are swum to qualify the fastest swimmers for the finals, where final placings for that event are determined.

**Timed final heat:** A competition in which only heats are swum and final placings are determined by the times performed in the heats.

**Heat sheet (meet program):** A form used for listing swimmers entered in an event, which designates the swimmer's seeded heat and lane for the event.

**Invitational competition:** For those swimmers, organizations and clubs invited by the host.

**LSC (Local Swimming Committee):** An administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

**May:** Permissive, not mandatory.

**Meet:** A series of events held in one program.

**No-show:** Failure of a swimmer to report to the blocks and compete after checking in.

**Open competition:** Competition which any qualified club, organization or individual may enter.

**Psych sheet:** A list of the swimmers in each event of a meet in ascending or descending order of entry times.

**Relay Lead-Off Split:** An officially recorded time for the swimmer on the 1<sup>st</sup> leg of a relay. Official splits must be requested from the meet referee.

**Rulebook:** In this handbook, "rulebook" refers to the *USA Swimming Rules and Regulations*.

**Sanction:** A permit issued by an LSC to conduct an event or meet.  
(Note: All athletes participating in any USA Swimming sanctioned swim meet must be registered USA Swimming members.)

**Scratch:** To withdraw an entry from competition in an event.

**Seed:** A way in which swimmers are divided into the required number of heats and /or lanes, according to their entry or preliminary times.

#### **Seeding:**

**Pre-seeded heats:** Swimmers are arranged in heats in each event according to entry times. Heat sheets listing the lane and heat assignments are prepared prior to the day of competition.

**Deck-seeded heats:** Swimmers are called to report to the clerk of course for their event on the day of the meet. After scratches are determined, the remaining swimmers are seeded into the proper heats and lanes. Swimmers are notified of their heat and lane assignment by means of individual cards or posted heat sheets.

**Shall or Must:** Mandatory.

**Split time:** Time recorded from an official start to completion of an initial distance within a longer event.

**Submitted times:** Times filed with an entry, as having been previously achieved.

**Time standard:** The time standard for an event in a meet is the time a swimmer must have previously achieved to enter that event.

**Time trials:** An event or series of events separate from the main competition at which swimmers may achieve or better a required time standard.

# Chapter I

## Meet Director

### **Main Responsibilities**

*(USA Swimming Rules and Regulations Article 102.24)*

The meet director is usually appointed by the meet host and is the organizer and coordinator of all meet activities. The meet director's main responsibilities include, but are not limited to: securing an appropriate meet facility, obtaining a meet sanction, preparing and distributing meet invitations, organizing meet committees, and distributing final results. The director should remain the overseer of activities, avoiding direct involvement in any one committee or activity. It is also essential that the meet director consult regularly with committee chairpersons to ensure that each committee's assignments are being handled thoroughly and expediently.

This handbook contains numerous references to the *USA Swimming Rules and Regulations*. Citations are based on the 2000 edition and may differ slightly in subsequent editions. All members of USA Swimming receive a copy of the rulebook. Because meet directors are required to be USA Swimming members, they will have rulebooks and should familiarize themselves with the cited articles of the technical rules and administrative regulations of USA Swimming. The rulebook should be kept readily available during the meet.

The meet director should remember he/she is responsible for organizing a meet that complies with USA Swimming and LSC rules. A detailed meet notebook and all documents including timing tapes, cards, relay forms and disqualification (DQ) slips should be saved. The meet director should be aware of all USA Swimming safety guidelines and warm-up procedures, and should consult with the USA Swimming or LSC safety officer.

### **Getting Started**

The meet director's primary goal is to host a well organized and efficiently run meet. Swim meets are for swimmers and should be designed with the swimmers' best interests in mind. Long, disorganized meets are not conducive to quality swimming.

Before planning the meet, the meet director should read the notes or after-action reports of previous meet directors for suggestions, specific needs or possible areas of concern. Planning for a meet should begin months before the actual meet date. Meet dates are often selected and approved by the LSC anywhere from six months to more than one year in advance. As soon as possible, the Meet Director should prepare a checklist of all the tasks which must be performed prior to the meet, with a tentative timeline as to when each action must be completed and a notation as to which committee or individual has been delegated the responsibility for that action. Items to be included on the checklist will vary from meet to meet but can be compiled from the information contained in this booklet, from LSC procedures, and from the experience of other meet directors.



# Chapter 2

## **Basic Meet Requirements**

### ***The Facility***

*(USA Swimming Rules and Regulations Article 103)*

The meet director may be required to apply for the use of a pool and facility. If prior arrangements have been made, the meet director should verify the facility's availability for the approved meet dates.

Since many pool facilities are booked months ahead of time, the meet director should submit the facility request or application at least six months in advance. A written application is preferred and should be as specific as possible, requesting the use of all necessary facilities and equipment. A meeting with the pool supervisor to discuss the use of the facility (e.g., traffic patterns, restrictions, clean up, etc.) can eliminate future problems. Nothing should be assumed, everything should be verified.

Some of the commonly requested facilities for a swim meet include: locker rooms, a kitchen, a cafeteria or hospitality area for coaches and officials, a concession area, a swimmers' rest area, an officials briefing area, a staging or seeding area, a scoring or administrative area, an awards area, a press area and parking lots.

Commonly needed meet equipment includes tables, chairs, umbrellas, a sound system, an electronic timing system, bleachers, lane lines, backstroke flags, recall rope(s), pace clocks and starting blocks. Special provisions that might be needed could include: overnight parking, first aid or emergency aid room and supplies, and scheduled times to perform premeet setup and preview the facility for safety problems.

### ***Safety***

The meet director should pay close attention to the safety of the swimmers, coaches, officials, parents, volunteers and spectators at his meet. The goal of the USA Swimming Safety Program is to raise the level of safety awareness of all participants at swim meets. A safe and successful meet is a priority for the meet director and for USA Swimming. The meet director can help achieve this priority goal by striving to provide a safe environment at the meet.

To ensure a safe meet, the meet director should use common sense first and foremost. Swimmers, volunteers or spectators should not be put into unsafe situations. The meet director is responsible for ensuring that all aspects of the meet are conducted in a safe manner.

Following the guidelines listed below can facilitate this:

1. A committee composed of at least the meet director, the referee and the facility manager (lifeguard or host club safety person) should be appointed to inspect the venue for "unsafe" conditions or circumstances (e.g., locked exits, unsecured diving boards, protrusions or holes in the deck, slippery areas, overloaded electrical sockets in the hospitality area). The committee should correct these items as necessary. Hazards that cannot be eliminated should be clearly marked or blocked. Any person seeing an unsafe situation or activity within the venue of the swim meet should request the activity be stopped and report the situation to either the meet director or the referee for a permanent solution.
2. The local "venue" should be defined and all participating teams should be informed of which specific areas of the host facility are included in the venue. The venue should include the areas located on the sides and ends of the pool, all spectator areas (entrance and exit walkways), scoring and administration rooms, team areas (rub down, rest and stretching areas), locker rooms, rest rooms, hospitality and/or snack bar or concessions areas, as well as any specific areas designated by the host club or the meet director.
3. Any special safety rules or guidelines particular to the host facility or venue should be posted (e.g., no admittance to toddler-wading pool for swimmers over eight years old, etc.).
4. The appropriate meet committee (see Chapter 3 of this handbook) should establish procedures to ensure that all swimmers, coaches, officials and workers are current members of USA Swimming.
5. USA Swimming policy requires warm-up procedures within each LSC and for all sanctioned meets. These guidelines and procedures, which are on file with the LSC general and safety chairs, require that: 1) the warm-up is marshaled and 2) racing starts not be allowed except as designated in sprint lanes. The warm-up and safety guidelines specific to the meet (six lanes versus eight lanes, etc.) should be posted prominently at several locations around the pool. The guidelines must be adhered to, with the referee having the authority to remove a swimmer/coach/club from the venue and meet for failure to conform.
6. Meet marshals must be selected for every meet and must be USA Swimming members. They should be responsible individuals who can actively monitor warm-ups and maintain order and safety in the swimming venue. They are assigned by and report to the Meet Director and/or Meet Referee. The marshal shall warn, order to cease and desist, or, with the concurrence of the Referee, remove from the venue, anyone behaving in an unsafe manner or whose actions are disrupting the orderly conduct of the meet. To indicate their authority, marshals should be provided with an easily identifiable uniform clearly visible to all in the venue. Bright orange vests or armbands, or other brightly colored means of identification can be used.

## **Advertising and Sponsorship**

*(USA Swimming Rules and Regulations Article 102.9.3)*

Hosting a swim meet is an expensive undertaking. Meet costs can be partially defrayed with advertising and sponsorship revenue. The advertising and sponsorship committee often functions on a year-round basis. It takes a great deal of time and effort to solicit funds, but a small, dedicated committee with quality leadership can be very effective. Camera-ready copy and advertisements must be given to the program committee at least one to two weeks prior to the meet date. Many corporations can provide camera-ready materials, eliminating some typesetting costs for the committee, but sponsors should be forewarned of any copy, logo or photo restrictions for the meet program. If a contract is signed for in-kind services, special sponsor needs (e.g., free tickets, banners, public address acknowledgements, etc.) should be reviewed carefully with the committee, meet director and facilities manager.

## **Officials**

*(USA Swimming Rules and Regulations Article 102-12-102.20)*

The procedure used for selecting or appointing meet officials varies among LSCs, but the LSC officials chair can provide the meet director with a list of currently certified USA Swimming member officials and an explanation of the selection procedure.

**Meet Referee:** Selecting a qualified, experienced meet referee is very important. The meet referee will be responsible for the actual conduct of the meet and should be consulted during the planning process. A copy of the meet information flyer (order of events, etc.) should be sent to the meet referee. The meet referee must be a current USA Swimming member and certified by the LSC.

**Other Required Officials:** Deck officials must be contacted well in advance and invited to work the meet. In addition to the Meet Director and Meet Referee, all referees, starters, marshals and stroke and turn judges must be members of USA Swimming.

*USA Swimming Rules and Regulations Article 102-12* requires that certain positions be filled at all times during the meet. Except for dual meets, the minimum number of required officials is:

- One referee
- One starter
- Three timers per lane
- One clerk of course\*
- Two lane place judges per lane or two across-the-board place judges
- Two stroke judges and two turn judges or two stroke and turn judges
- Relay take-off judges
- Two recorders\*
- Two scorers\*
- One records recorder
- One announcer\*
- Automatic equipment operators (timing equipment)\*

Other suggested meet positions include runners\*, deck marshals\*, head timer\*, recall starter, replacement timers and administrative referee.

(\* Explanations of duties are found in this handbook.)

Except for the referee, individuals may fill more than one position when sufficient qualified officials are unavailable, but no one individual may simultaneously time and judge a finish.

### ***The Meet Format***

Meet formats may be dictated completely or partially by precedent or by LSC rules, but the meet director is usually responsible for the compilation of the meet invitation or information flyer and the master entry forms. The director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order. Long, tiresome meets, with too many events and/or entries, often result in keeping small children up late at night. Meets should be planned to terminate within a maximum period of eight (8) hours of competitive events in any one-day and to provide adequate meal and rest breaks and sheltered supervised rest areas. With the exception of championship meets, the program in all other age groups below the A-level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet. (*U . S. Swimming Rules and Regulations* Articles 102.1). Coaches can be the most valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.

### ***Competitive Classifications***

(*USA Swimming Rules and Regulations* Article 201.1)

Senior Class: All registered swimmers are eligible for the Senior Class. [Recommended events are listed in *USA Swimming Rules and Regulations* Article 102.1.1-1.]

Junior Class: All registered swimmers 19 years of age and younger are eligible for the Junior Class.

Age Group/Junior Olympic: All registered swimmers 18 years old and younger grouped by ages. Recommended events are listed in *USA Swimming Rules and Regulations* Article 102.1.2. An LSC may establish its own age group time standards for use within its jurisdiction or may sanction competition without any entry time requirements. Six--and-under, as well as eight-and-under events may also be offered for developmental purposes subject to LSC procedures.

Post Age Group: All registered swimmers older than 18 years of age whom an LSC elects to include in its Age Group program.

## **Event Limitations**

*(USA Swimming Rules and Regulations Article 102.2)*

No swimmer is allowed to compete in more than three individual events on a single day at the same site when preliminaries and finals are held. When a timed final format is used, a swimmer cannot compete in more than five individual events per day. In meets where a combination of preliminary and final events and timed finals are held, a swimmer is limited to three individual events per day, unless entered exclusively in timed finals events on that day.

The above limitations include time trials or other competitions held at the same site on the same day, even though separate sanctions have been issued.

## **The Meet Information Flyer or Invitation**

A copy of the proposed meet information flyer or invitation must usually accompany the sanction request. (See Appendix 2 for a sample meet information flyer.)

The flyer, which will be mailed to other teams, should include:

1. The USA Swimming (LSC) sanction number.
2. The type of meet (invitational, open, etc.).
3. The class of meet (senior or age group, etc.).
4. The meet sponsor(s) (if applicable).
5. The date(s) and location of competition (including facility address).
6. The starting time(s) for warm-up and competition.
7. USA Swimming and LSC approved warm-up procedures.
8. A description of the facilities (including the timing system, number of lanes, length of course, type of lane lines and starting blocks, etc.)
9. The name, address and telephone number of the meet director.
10. The name, address and telephone number of the entries person.
11. The names of key officials (Meet Referee, Head Starter, etc.), if available.
12. The entry deadline. \*
13. The entry fees for individual and relay events.
14. Surcharge information, if applicable.

15. The order of events with event numbers, appropriate time standards and the type of meet (e.g., timed final, preliminary/final).
16. Entry times in yards or meters.
17. Entry limitations per swimmer and overall meet limitations.
18. An explanation of the scoring system and awards.
19. A complete description of the entry procedure, including appropriate entry forms. \*
20. Information for disabled swimmers.
21. A clear and specific description of scratch procedures and penalties which should conform with any LSC rules. If applicable, National Championship scratch procedures may be used by referring to Article 207.5.9 of the *USA Swimming Rules and Regulations*.
22. Any other information which may be pertinent (e.g., a city map, list of area motels and restaurants, spectator admission fees, price of heat sheets, daily weather/temperature averages, etc.).

**(\* The entry deadline must allow sufficient time for meet seeding and production of heat sheets.)**

### ***The Sanction***

*(USA Swimming Rules and Regulations Article 202)*

The lead-time required for sanction application varies greatly between LSCs. The LSC general chair can supply the necessary information regarding the sanction application procedure and time frame. Most sanction requests require payment of specific sanction fee to the LSC and copy of the proposed meet information flyer.

### ***Mailing***

Once a sanction number has been obtained, the approved meet information flyer can be mailed to the designated teams. Copies should also be sent to the meet referee, other deck officials and any other individuals designated by the LSC. Many LSCs will have a required mailing list for receipt of meet information and official meet results. The meet director should consult the LSC secretary on this matter.

## ***Ordering Awards***

Awards can be the single largest expense for a swim meet. Careful consideration should be given to the level of competition and to any specific LSC guidelines when selecting the awards. A common practice is to award medals for first through third place, with ribbons given to the fourth through eighth place competitors.

Sufficient lead-time for ordering awards is essential. A minimum of six weeks is usually required from the time of the order to the actual delivery. Ordering awards that are not pre-packaged can save considerable expense, especially if less than 2,000 pieces are ordered. Extra awards should always be ordered to allow for ties or errors. For senior meets, hosts and swimmers should be aware that the cost or value of any prizes may affect high school or college eligibility.



# Chapter 3

## The Committees and Key Positions

No one person can successfully execute all the tasks involved in planning and running a swim meet. A good meet director delegates responsibilities to committees. Committee chairs should be chosen at least 90 days prior to the actual meet date. Plans and assignments for every aspect of meet operation should be made well in advance, even though some of the functions will not be performed until the meet.

Good communications between the meet director and the committee chairs is vital. Individual meetings should follow an initial meeting of all chairs with each chair. Another meeting should be held just before the meet to work out any last-minute problems. The meet director should establish specific reporting dates and deadlines for each of the following committees and key positions.

After the competition, meet personnel may have observations and suggestions for future meet improvements. The meet director should meet with the committee chairs and discuss these ideas and the overall competition in general.

### ***Entries Committee***

This is often a one-person committee. The entries person should be calm, pay attention to detail and have the time to do this job thoroughly. This individual will receive all meet entries, including entry fees, and is responsible for checking each entry form carefully. Each entry form should be marked for receipt, collated and checked for the information enumerated below.

(See Appendices for a sample master entry form.)

1. Each entry card or form must be checked to ensure that it contains complete and accurate information, including each swimmer's name, USA Swimming number and age. Each competitor and coach must be a current member of USA Swimming. The LSC registration and membership chair can provide current lists of LSC registered members.

An LSC may impose a fine of up to \$100.00 per event against a person signing a document which indicates a swimmer is properly registered with USA Swimming for a sanctioned meet when, in fact, that swimmer is not properly registered. This procedure is enforced by the LSC and the LSC is entitled to the fees imposed. (*USA Swimming Rules and Regulations Article 302.4*).

2. Entry cards (when used) must be cross-checked against the team entry forms.

3. Entry times must be checked against the time standards for the corresponding events. If the entries are being input into a computer, the computer program often has a provision for performing this function. In addition, for meets where entry times must be proven by the OVC process (such as National Championships), the program must have a means of designating non-proven times on the "psych" sheet.
4. The number of events per swimmer must be checked to verify that no swimmer has exceeded the meet entry limitation. If a swimmer has entered too many events on any day, a notation should be made (either on the check-in roster or a separate list) so that the swimmer can be notified at the meet of the necessity of scratching excess events.
5. The monies received must agree with the number of entries.
6. After each entry has been checked, it is suggested that individual entry cards (if used) be filed in numerical order by event, and then in entry time order within each event. If your meet is "computerized", it may be desirable to leave all the entry cards for one swimmer together until they have been entered into the computer. Master entry forms should be filed alphabetically by team name.
7. It is often necessary to prepare an entry summary by team, sex and/or age. Summaries for each day by sex and age group, showing each swimmer's events for that day can be used as check-in sheets for deck-seeded meets.
8. If entry card problems cannot be resolved easily, team representatives should be contacted.
9. A list of changes and corrections should be kept.

After careful examination, the cards and/or entry forms are turned over to the person or committee that will be, manually or by computer, seeding the entries and preparing the heat sheets (for pre-seeded meets) or the psyche sheet (for deck-seeded meets). If these are to be prepared manually a Typing Committee will be needed.

Many LSCs now use computerized programs to enter and seed swimmers in a sanctioned meet. The meet director must verify that whatever computer program is used conforms to the seeding and lane assignment rules of USA Swimming (*USA Swimming Rules and Regulations* Article 102.5). Please refer to Chapter 5 of this handbook for further information on computerized meets.

### ***Typing Committee***

Once the entries committee has organized all the seed cards (four to five days prior to the meet), the typing committee can begin typing the master copy of the heat sheets or psyche sheet. Time is limited. The same typist(s) should type both the heat sheets and the final results.

**Single Entry Sample:**

<u>Lane Or Rank</u>	<u>Name</u>	<u>Club Age</u>	<u>Entry Code</u>	<u>Time</u>	<u>Space For Entering Results</u>
4	Mary Smith	17	PDQ	: 59.60	_____

**Pre-Seeded Event Sample:**

89-A Women's 13 & 14 200-yd. Free

Qualifying Time: 2:26.39

Appropriate Records

Heat 1

1. T. Jones	OSC	2:26.35	_____
2. B. Brown	LGS	2:20.16	_____
3. T. Laws	RVT	2:19.42	_____
4. V. Avery	SML	2:19.43	_____
5. R. Maize	RVT	2:25.14	_____
6. J. Doaks	RVT	2:26.38	_____

Heat 2

1. R. Smith	RHT	2:18.21	_____
2. P. Tune	TGS	2:07.43	_____
3. W. Oaks	TTS	2:00.22	_____
4. J. Smith	RBS	2:00.41	_____
5. S. Arns	WBP	2:17.33	_____
6. V. Lamb	PPS	2:19.40	_____

**Deck-Seeded Event Sample:**

(This same basic format may also be used for final results.)

89-A Women's 13 & 14 200-yd. Free

Qualifying Time: 2:26.39

Appropriate Records

1.	Q. Oaks	TTS	2:00.22	_____
2.	J. Smith	RBS	2:00.41	_____
3.	P. Tune	TGS	2:07.43	_____
4.	S. Arns	WBF	2:17.33	_____
5.	R. Smith	RHT	2:18.21	_____
6.	V. Lamb	PPS	2:19.40	_____
7.	T. Laws	RVT	2:19.41	_____
8.	V. Avery	SML	2:19.43	_____
9.	B. Brown	LGS	2:20.16	_____
10.	R. Maise	RVT	2:25.14	_____
11.	T. Jones	THS	2:26.35	_____
12.	J. Doaks	RVT	2:26.38	_____

## ***Program Committee***

The master heat sheet, which should contain all entrants in each event, is given to the program committee two to five days prior to the meet for duplication or printing. The heat sheet or program is the schedule for the swim meet; therefore, it is essential that it be accurate and prepared correctly. The cover page should include basic meet information from the meet information flyer (e.g., the date(s), USA Swimming sanction number, meet sponsor(s), etc.).

Suggested information to include in the program:

1. A meet timeline (often as the inside front cover page). It should be noted whether the timeline is an "estimate only" or whether it is an assurance that events will not start before the times listed.
2. The names of people in key positions (e.g., the meet director, meet referee, facilities manager, head marshal, etc.).
3. The names of deck officials (starters, stroke & turn judges, head timers, etc.) and administrative personnel (clerk of course, timing equipment operators, recorders, scorers, etc.)
4. An acknowledgement of the committee chairs and members who have been instrumental in meet preparation (e.g. entries, program, etc.)
5. Special notes (e.g., notes on parking regulations, the press area, etc.)
6. The name and address of the person responsible for lost and found and where it is located.
7. Sponsors' advertisements or acknowledgements.
8. A pool and facility map, noting the location of the clerk of course, ready room, first aid, etc.
9. A list of participating teams with the appropriate abbreviations and the number of swimmers entered.
10. The order of events.
11. Event records (e.g., meet, regional or age group).
12. Applicable qualifying times or standards.
13. A mail order blank for official meet results.

After printing, the pages of the program need to be collated. The suggested order for the final program is: cover page, introductory pages, and event heat or psyche sheet pages interspersed with advertising pages. When trying to determine the total number of programs needed, there are three main groups to consider.

Count on one program for every 10 entries in a 2-day meet, figuring in extra copies for the coaches and team files. Use one-third the total number of swimmers as a guide when calculating the amount of programs that will be available for sale. Additional programs, with the advertisements omitted if possible, will be needed for the timers, deck officials, administration desk, awards table, clerk of course, meet director and announcer. Printing a few extra programs is far better than running out. Senior meets often require fewer programs than age group meets.

### ***Snack Bar and Concessions Committee(s)***

The snack bar committee should begin planning early. The chair (or co-chairs) should be selected six to eight weeks before the meet. Couples serving as co-chairs work very well. This committee is responsible for menu planning, shopping, food preparation and staffing the snack bar during the meet. The meet director or a member of the committee should check local ordinances regarding the preparation and sale of food. Soliciting food donations and shopping for advertised specials can save a great deal of money.

The meet concessions may be organized by the snack bar committee or may be offered to a professional swim shop for a percentage of sales. The host club and locale of a meet will often dictate stocking of a concession stand.

### ***Smoking and Drinking Ban***

*(USA Swimming Rules and Regulations Articles 102.26-27)*

Smoking or the use of any other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or warm-up periods in connection with the meet. The sale or use of alcoholic beverages is prohibited in all areas of the venue.

### ***Awards Committee***

*(USA Swimming Rules and Regulations Articles 102.6, 204.6 and 205.5)*

The meet director or awards committee chair should have already ordered the awards before the committee itself is formed. This committee is responsible for organizing and presenting the meet awards. Preparing awards for distribution takes time; pre-planning and organization are essential. Awards can be sorted by event into labeled paper lunch bags before the meet. Awards not collected by swimmers should either be forwarded to the swimmer's club coach or representative at the meet or by mail.

## **Hospitality Committee**

This committee is responsible for serving refreshments (soft drinks and snacks) to meet workers, officials and coaches. Meet workers will probably perform more efficiently and cooperatively if they are provided with a meal and refreshments throughout the day. This committee may also be responsible for making sure that water is readily available in self-service type containers at various places on the deck. This can be particularly important if your meet is held during hot weather, indoors or out. The hospitality committee works closely with the snack bar committee and should be staffed by courteous and outgoing personnel.

## **Facilities Committee**

*(USA Swimming Rules and Regulations Article 103.1-18.)*

This should be a bigger committee whose members will work closely with the facility personnel (lifeguards, marshals, timing equipment operators, etc.). In general, these individuals are responsible for transporting equipment to and from the meet site, preparing the facility and equipment for the meet, and cleaning up after the meet. The meet marshals (described under Safety in Chapter 2) are included on this committee. The facilities committee is also responsible for establishing a lost and found area and a first-aid area with supplies, and for overseeing meet safety procedures.

### **Facility and Equipment Sample Check List**

Pool temperature, chemical balance, and circulating system (i.e. currents which might interfere with competition)  
Water level  
Starting blocks, numbered right to left facing course  
Pace clocks  
Backstroke flags  
Centerline rope (50-meter pools)  
Lane lines (including 15-meter reference marks for backstroke)  
False start rope(s)  
Bull horn  
Sound system  
Starting guns and shells  
Tables and chairs for Clerk of Course, Scoring, and Awards  
Chairs for timers, runners, timing operators, place judges, etc.  
Time boards  
Event boards  
Seed card board  
A tape recording of the National Anthem  
First-aid kit  
Canvas, tarps or umbrellas and supports for sun and/or rain cover  
Safety signs, traffic cones for marshaled warm-up period  
Lap counters  
Complete toolbox (including tools, tape, wire, etc.)  
Extension cords  
Extra rope and stanchions for isolating deck

- Trash containers and bags
- Extra towels
- Electric timing equipment
- Extra batteries
- Stop watches
- Starter's stand or table
- Clip board and pencils for timers
- Extra toilet paper
- No smoking signs

### ***The Chief Timer and Timers***

*(USA Swimming Rules and Regulations Article 102.17)*

Timers are the key volunteers at all swim meets. The purpose of a competitive meet is for each swimmer to achieve times; therefore, these workers must be diligent and dedicated to ensure success.

Another key worker at any meet is the chief timer, who is responsible for recruiting both the timers (three per lane) and runners prior to the meet and then supervising these people during the meet. The chief timer ensures that all timers and their watches are functioning properly throughout the meet, replacing timers or watches when necessary. The chief timer's watch is started for each heat and is used to replace any watch that may malfunction or that did not start during any given heat. The chief timer delivers all times recorded by the lane timers to the meet recorders.

### ***Runners***

Runners, often the host club's age-groupers, shuttle material (e.g., seed cards, results) from station to station during the meet. These workers are literally "runners." It is helpful to have one person coordinating the efforts of all runners to avoid confusion and lost material. Courtesy, praise and a small reward (e.g., a meet T-shirt) are all that is needed to promote dedication in this invaluable group of volunteers.

### ***The Announcer***

*(USA Swimming Rules and Regulations Article 102.21)*

Meet announcers must be selected with great care. An announcer should have a clear, pleasant voice and be able to function under pressure in the midst of a noisy crowd and a demanding referee. A knowledgeable swim-parent with a pleasing "radio" voice and a willingness to help can be an invaluable asset as an announcer, but must be forewarned to remain impartial.

At most age group meets, the function of an announcer is to state the facts (i.e. event, heat, swimmer's names, etc.), not to commentate. Unnecessary comments or announcements merely add to the confusion at such meets.

At Championship meets, however, a talented well-informed announcer can often add great excitement to the meet by providing background on the finals swimmers as they are introduced at the blocks and by providing comments during the swim about split times and potential records.

### ***Admissions***

Admissions personnel distribute or sell meet programs and collect admission fees, if charged. They should arrive early. It may be necessary to provide some security at larger age group meets.

### ***Publicity Committee***

The publicity committee should maintain close contact with local newspapers, radio stations and television stations, generating as much pre-meet publicity as possible. (Consult USA Swimming publicity publications.) This committee is also responsible for distributing, delivering or sending all meet results to the local newspapers, radio and television stations, as well as *Swimming World*. This should be done as soon as possible after the meet's conclusion.

# Chapter 4

## Meet Administration

### ***The Clerk of Course***

*(USA Swimming Rules and Regulations Article 102.18)*

The Clerk of Course is responsible for much of the pre-competition paperwork at the meet, and is the custodian of the scratch box and relay forms, when these are used. The Clerk of Course should have a protected, but easily accessible, work location on or adjacent to the pool deck during the meet. The functions described in the following sections under Check-in, Seeding, and Relay forms are the responsibility of the Clerk of Course.

### ***Check-in***

For deck-seeded events, swimmers are required to check in with the clerk of course at a specified minimum time prior to their event(s). This specified time, which can vary from one hour to 5-10 minutes before the event(s), should be stated in the Meet Information. Swimmers or coaches should be asked to initial or sign all of their check-ins and/or scratches.

### ***Seeding***

*(USA Swimming Rules and Regulations Article 102.5)*

After all swimmers have checked in for a **deck-seeded** event, the clerk should seed the event. If the meet is computerized, scratches are reported to the computer operator prior to computer seeding of the event. When cards are used, they should first be labeled with the appropriate heat and lane numbers and then distributed to the swimmers. Time is of the essence. The referee should be consulted when problems arise (e.g., late check-ins or no-shows). The announcer should be informed of the event being seeded and when cards are ready for distribution. Occasionally, the clerk may be required to distribute seed cards for pre-seeded events.

For **pre-seeded** meets, the Entries Committee will have already produced a seeded heat sheet by meet day. The responsibility of the Clerk of Course in pre-seeded meets is to report scratches and no-shows to the referee and administrative desk personnel. For pre-seeded events, the scratch box must be available prior to each session and throughout the meet at the clerk of course. The scratch box should never be left unattended.

## **Relay Forms**

In some meets pre-submitted entry cards are required for each relay. In others, only the relay entry time must be submitted on the master entry form and relay forms are prepared at the meet. Relay forms (or the pre-submitted entry cards) should be filled out by the clerk of course from the heat sheet seedings in advance of each session in which relays are held. The relay form or card is then given to the coach for completion (i.e. swimmers names, ages and the order in which they will swim). The coach then returns the form or card to the Clerk of Course, although changes can still be made up until the time that relay heat begins. When multiple copy relay forms are used, these are distributed to the timers, announcer and the administration desk, When single-copy relay cards are used, these are given to the timers. It should be emphasized to the timers that it is their responsibility to make sure that the swimmers in their lane are those listed on the relay form/card and that they are swimming in the order listed.

## **The Ready Room**

In meets with preliminaries and finals, a ready room may be used to assemble the finalists for procession to the blocks. No committee is necessary, but the meet director should assign an amiable and accommodating host for the ready room. If this procedure is used, a means of communication (headset radios, walkie-talkies, etc.) must be provided between the Ready Room host and the Meet Referee so that the referee can be notified when all finalists for an event have reported.

## **Electronic Timing Operators**

*(USA Swimming Rules and Regulations Article 102.17.3.D)*

Many major meets make use of electronic timing equipment. Using this type of system requires recruiting thoroughly trained and experienced operators well before the meet. It is recommended that at least two experienced operators be recruited. They should be capable, not only of operating the equipment, but also of hooking it up properly and troubleshooting any problems. During the meet, it is the equipment operator's responsibility to report to the referee any malfunctions or missed touches that may occur.

## **Timing Judge**

*(USA Swimming Rules and Regulations Article 102.17.3.E)*

This position was created as a part of the revised timing section of the 1993 USA Swimming Rulebook. The Timing Judge, under the direction of the Referee, determines the Official Time for each swimmer. This must be a knowledgeable, well-trained and experienced person familiar with both manual and electronic timing systems, as well as judging and the rules regarding Official Times as contained in *USA Swimming Rules and Regulations Article 102.17.4*.

It is the Timing Judge's responsibility to compare primary and secondary times (or watch times and judging when a manual system is used) and to recognize those circumstances which must be brought to the Referee's attention, e.g., when a touchpad didn't register properly, when a timer missed the strobe light and started his/her watch late, or when a timing system adjustment must be made. The Timing Judge should be stationed on the deck, preferably near the electronic timing equipment if it is used. This allows immediate investigation of unusual situations by consultation with timers, judges, timing equipment operators, and the referee. Determination of official times can then be completed prior to being sent to the desk.

### ***Administrative Desk Personnel***

Administrative desk personnel should be recruited at least four weeks before the meet. The primary responsibility of the administrative personnel, which includes recorders and scorers, is to provide an accurate record of the official times, places and points for each swimmer in the meet.

There should be two recorders and additional runners or assistants to receive and record all times and disqualification's for each heat. The recorders then compile an order of finish for each event, which is compared with the cards or automatic timing tapes for verification. If these agree, the results are then furnished to the scorers, the awards table, the announcer and the press attending the meet.

### **Suggested Administrative Equipment/Supplies**

- Clipboards
- Copy Machine
- DQ Slips
- Extra seed cards
- Masking tape
- Name tags
- Paper clips
- Paper weights and clothespins
- Pencil sharpener
- Pens, pencils, and erasers
- Place judge slips
- Plain paper
- Relay take-off slips (if dual competition is used)
- Rubber bands
- Scoring sheets (unless computerized)
- Scratch box
- Scratch paper
- Staplers and staples
- Typewriters (or computers)
- USA Swimming Rule Book

## **Recording**

The basic recording procedure is as follows:

1. Each swimmer's official time is recorded on the corresponding seed card or entered into the computer. If the time has already been recorded by the Timing Judge or is fed directly into the computer by the electronic timing equipment, the recorder should check to be sure all times have been written correctly or should note whether any computer times need to be adjusted based on the Timing Judge and Referee's decision.
2. After the completion of all heats in a given event, the seed cards (if used) are sorted and numerically ordered from the fastest to slowest times. DQ slips are attached to the disqualified swimmer's card and placed at the back of the sorted cards.
3. Places are awarded in descending order. In case of a tie, the same place is awarded to all swimmers involved and the next place is eliminated.
4. Each swimmer's final place should be noted on the respective seed card.
5. Any recording or scoring problem or discrepancy must be resolved by the referee.
6. Event records must be noted on the appropriate seed cards or forms.
7. Notation of no-shows must be kept with each event and heat. In deck-seeded meets, where there is often a prescribed penalty for "no-shows", these should also be reported to the seeding desk and/or computer operator for implementation of the scratch rule penalty.
8. All cards should be reviewed before they are sent to the Scorers and/or filed.
9. If electronic or automatic timing equipment is used, the tape or printout must be kept with the seed cards or forms.
10. Finally, cards are given to the typist (or computer operator) who will produce the event summary. Copies are sent to the announcer, as well as the awards and scoring personnel; one copy is retained at the records table. Arrangements must be made with the recorders to have copies of each event's results posted, including the order of finish and times. Posting one set of results at each end of the facility is suggested.

## Scoring

Scorers receive the order of finish in each event from the recorders. Where applicable, they should compile team and high point scores. Points for each place in each event are determined by the number of lanes used during the meet. Any meet giving high point awards to teams and/or individuals utilizes some type of scoring system (*USA Swimming Rules and Regulations Article 102.7 -Scoring*).

Some samples of scoring systems follow:

Five lanes -

Relays: 12-8-6-4-2 points

Individual events: 6-4-3-2-1 point(s)

Six lanes -

Relays: 14-10-8-6-4-2 points

Individual events: 7-5-4-3-2-1 point(s)

Eight lanes -

Relays: 18-14-13-10-8-6-4-2 points

Individual events: 9-7-6-5-4-3-2-1 point(s)

If scoring is done manually, the basic procedure includes the following (see Chapter 5 for computer scoring):

1. Completing seed cards, or the event summary, with the swimmers' respective places so that points may be awarded.
2. Awarding the points and then transferring those points to individual and team score sheets, which are prepared before the meet.
3. In the case of a tie, points for all places corresponding to the number of tied swimmers are totaled and divided equally among the competitors involved.

Score sheets are designed to fit the needs of the particular meet. Checking team point totals at the end of each event for errors will save time later. Unattached points must also be tallied for the point totals to balance.

## **Final Results**

Unless the meet is computerized, it helps to have the final results typed by the same individuals who typed the heat sheets. Published meet results are an accurate and complete record of the official times achieved by all swimmers at the meet. The final results should include both the preliminary and final times of all swimmers competing in each event. If time trials are held, those results must also be included in the final results.

Respective record-breaking times should be noted for each event. Split times can be noted at the end of the appropriate event and identified as split times. All disqualifications signed by the referee must be recorded at the end of each event with "DQ" noted in lieu of a time.

It is essential that the final results be published as soon as possible after the completion of the meet. Many LSCs mandate a period of time in which the results must be published. Copies of the results should be sent to the appropriate LSC officers, all teams participating in the meet and any others who have requested them. A fee is usually charged for copies sent to individuals not receiving results in an official capacity.

Many LSCs require that a financial report and a copy of the official results be filed after a meet. Each meet director should consult sanction requirements or contact their LSC chair for specific requirements.

# Chapter 5

## Computerized Swim Meets

### **Software**

With the rapidly falling prices on computer hardware and software, more and more meets are being run on computer. Most clubs have at least one parent that owns and feels comfortable with a computer; all that is needed is the proper software.

There are some basics to consider when shopping for meet management software. Most programs will fulfill the fundamental requirements of USA Swimming and the Local Swimming Committee, but it is wise to check with someone already using the software before buying. Some programs offer advanced features such as automatic data entry, multiple pools/sites, time trial options, etc. Shoppers should determine if the meets they plan to do require these advanced options.

One feature to check before purchase is the USA Swimming Standard Data Interchange Format (SDIF). The programmer should already have the "SDIF" section built into the software. This Data Interchange Format will allow computer operators to transfer the results of local meets to the LSC for record keeping and, in the future, will allow automated meet entries. If this feature is not included, shoppers should obtain, in writing the programmers promise that it will be forthcoming.

Computerized meets are so common now that some LSC's require that all splits and all relay names be included in the final results of higher level meets. If the club plans on running these meets with the purchased software, they should check on its ability to automatically receive all splits and final times from the timing system via a wire. These times are stored either in the computer or the timing system. The operator requests the particular heat he is processing, and all times will appear next to the names. The operator could never finish in a timely manner if he tried to manually enter all splits into each heat.

Another feature the shopper should look for is the ability of the software to display each heat as it appears in the heat sheet while the computer is processing. This will increase the speed and accuracy of comparing the automatically recorded electronic times against the official times determined by the Timing Judge. If there is a discrepancy due to changed lane assignments or timing equipment malfunction, corrections can easily be made.

## **Data Entry**

The first step in data entry is to generate the Meet Information document and master entry forms. The computer operator should obtain the required information from the Meet Director. When sending out team entry packets, the host club should include an entry form for each age group and each sex. These entry forms should be pre-printed with event names and event numbers. This will save many errors during the entry process. If individual, rather than team, entries are to be submitted, forms for this purpose can also be designed and included in the meet information to make the data entry process as easy and error-free as possible.

While waiting for entries to start coming in, the computer operator should enter qualifying times (for higher level meets) and records that apply to the upcoming meet. Some programs will monitor these records and qualifying times and highlight a swimmer that achieves a time when printing the results.

The process of entering the swimmers, teams and seed times takes the most time of all. For a team-entry meet, the Entries Committee should rill out an entry chart that totals each event by club; for individual-entry meets, the number of swimmers in each event can be tabulated. Either of these methods will give the computer operator a final check against the psych sheet or entry recap to make sure all entries have been processed.

If the software permits, more than one computer might be used for the entries of very large meets. If this is done, the operator must be able to merge the data from the multiple systems. The program should alert the operator of a time that is either too fast or too slow, and of a swimmer being put into the wrong age group. If the computer does not check this automatically during the entry process, someone must carefully scan the psych sheets for these time and age errors. In pre-seeded meets, this should be done prior to printing the final seeded heat sheets; in deck-seeded meets it should be done prior to printing multiple copies of the psych sheet.

Some meets stipulate that points earned outside of a swimmer's age group shall not count toward their individual high point score in that age group. The software should, therefore, provide a way to allow an age group swimmer to compete in a senior (open) event without the senior points being added to the swimmer's age group totals. One way to handle this is to create a second swimmer with the same name and an identifying mark (such as an asterisk) to distinguish it from the age group swimmer of the same name. For example: "Jim Smith 11" and "Jim Smith\*11 SR." The software should treat these as two separate swimmers from the same team. Team scores will total properly, but individual points will stay separate.

If the computer program uses swimmer reference numbers, a roster of these numbers can be prepared for distribution to each team. The relay entry process at the meet will go much faster if coaches enter these reference numbers along with swimmer names on their relay cards.

## ***Pre-meet Organization***

When a meet is so large as to require two courses, the computer operator must decide whether to utilize two computers or process both courses on one system. Some software will allow automatic data entry from two courses into one computer. This method works very well at meets with experienced swimmers. It is advisable to use two computers for novice swimmers due to the many errors and time adjustments that must be handled.

If the meet is run on two computers, the computer operator should ensure that the software has the capability to recombine the events for scoring purposes and preparing heat sheets for finals. He/she should check that the size of the files transferred from the other computer would not exceed the capacity of the floppy disk in the "master" system. Some programs utilize one large file containing all events when interchanging data, while others use one very small file for each event.

If the program software supports two simultaneous printer ports, the operator may wish to utilize a second printer for the seeding and/or award labels since it is inconvenient to convert from form stock to label stock. Many programs will allow simultaneous printing of an event on paper and the corresponding seeding or award labels, thus speeding up event turnover.

After determining the hardware required for the meet, the computer operator should choose the computer/printer location(s) with care, taking into account available facilities, climatic conditions, and coordination with other meet personnel. At some meets a location right on the pool deck with the timing system may be fine, while at others a better spot may be in a climate controlled room, protected from the elements and meet traffic. The computer should be plugged into a battery standby power supply. Commercial power may fail at the worst possible time and result in loss of crucial data.

If the software being used supports automatic data entry from the timing system, the computer operator should check the maximum length of cable allowable. The type of system that plugs into the scoreboard port can usually go for hundreds of feet. Systems that use a multi-conductor serial cable may be limited to about 100 feet unless a special line extender is available. This length should be kept in mind when selecting the location.

If the meet will be using an automatic timing system, there must be close coordination between the Electronic Timing Operator(s), the Timing Judge, and the Computer Operator(s). This is particularly important when there is direct feed from the timing equipment to the computer. If the Electronic Timing Operator, the Timing Judge, and the Computer Operator are not within the same work area, some form of communication (headset, intercom system, etc.) must be provided. These officials should also confer with the referee prior to the meet to ensure that there will be immediate notification to the computer operator of any disqualification's, heat combinations, or on-deck changes in lane assignments.

## **Seeding**

The computer operator should check to ensure that the software is seeding timed final and preliminary/final events in accordance with the *USA Swimming Rules and Regulations* and any procedures published in the Meet Information.

At deck-seeded meets, close coordination is required between the Clerk of the Course and the Computer Operator since the Clerk must notify the Computer Operator of any scratches prior to the seeding of each event. It is also essential that the Computer Operator be aware of and able to adhere to the meet timeline. Results can usually be delayed for a few minutes, but it can be very embarrassing to have a swim meet come to a complete halt because the Computer Operator did not seed the next event in time.

In pre-seeded meets the program serves as notification to the swimmers of their heat and lane assignments in each event, and traditional seeding cards are used primarily only for recording times. In these meets, computer-generated "lane timer slips" for each lane for each individual event are often used as a substitute. These "lane timer slips," which list the swimmers in each heat for that event and lane, are distributed to the timers prior to each session. These slips are collected by the runners at the end of each event. For relay events, either cards or entry forms (such as the three-part forms used at National meets) are still preferable so that the names of relay swimmers and alternates can be listed and their order of swimming declared.

In deck-seeded meets, it is usually easier to use traditional seeding cards for individual events since these can then be distributed to the swimmers as notification of their heat and lane assignments. Preparation of these cards can vary greatly depending on the type of meet, LSC requirements, and local club preferences. The more commonly used methods are:

1. After seeding an event, the cards are generated by the computer and include all pertinent information including the heat and lane assignment;
2. Labels printed by the computer, after an event has been seeded, are affixed to blank cards; or
3. When standard format cards are completed by swimmers and mailed to the host club on an individual entry basis, heat and lane assignments can be manually added to these cards from computer-generated heat sheets. These heat sheets are not prepared until after check-in and scratches for the event have been completed.

Whatever seeding method is used, it is the Meet Director's responsibility to make sure that all necessary supplies (cards, labels, etc.) are on hand. It is essential that the Meet Director, Meet Referee, Clerk of the Course, and Computer Operator confer well before the first day of the meet to determine just what will be needed.

## ***Recording of Times***

It is the responsibility of the Electronic Timing Operator, the Timing Judge, and the Computer Operator to ensure that each swimmer receives a fair and accurate time for each swim. The old computer rule of "Garbage in/Garbage out" applies very well here. The timing system operator must pay attention to each heat, visually observing each turn and each finish, making sure each touch registers accurately and that each lane is armed for the finish. Missed touches, missed backup button pushes, defective touch pads and buttons should be reported immediately to the Timing Judge. The Timing Judge determines the official time for each lane and, in turn, must notify the computer operator if there are any disqualification's or if any of the automatically registered times must be adjusted. The computer operator should try to stay just one or two events behind the event in the water.

Having swimmer identification numbers (if used) already on the relay cards allows the computer operator to enter relay swimmers rapidly while checking for "unattached" swimmers. It is up to the computer operator to detect this illegal procedure, if it has not already been detected by other meet personnel.

When all times in an event have been verified and declared official, the event summary can be printed.

## ***Printing Event Results***

Multi-part paper, with three or four copies, is very convenient for printing event results. "NCR" or "carbonless" forms are good for meets held indoors or where posted copies can be well shaded from the sun. However, a carbonless copy posted in bright sunshine at an outdoor meet may fade, and require reprinting of the results. The "carbon" type of multi-part form will provide dark, permanent copies, and is cheaper than carbonless paper. During a preliminaries/finals meet, the results should indicate all finalists and alternates, and any ties requiring a swim-off.

Copies of the event results should be given to the Administrative Desk Personnel for posting and distribution to the Announcer, as well as to Awards and Scoring. Any required swim-offs should be immediately reported to the Meet Referee.

The timing system printouts, cards or lane timers slips, DQ slips, and any other pertinent information, should be bundled together by event and accompany the copy of the event results to be filed by the Administrative Desk Personnel.

In most instances, the Computer Operator will also be generating the awards labels and performing the scoring operations. In that case, the awards labels should accompany the copy for the Awards personnel and the Scoring copy would be retained by the Computer Operator.

The Computer Operator should make one or two backup copies of the meet onto floppy disks before shutting down for each session or day.

## ***Scoring Points***

It is usually desirable to delay publishing any points until the events have been announced and posted. If there are any errors, someone is sure to complain and a correction can be made before points are awarded. At meets over multiple days and sessions, team and individual points should be posted at the end of each session.

Software should include an "un-score" option and the ability to score a block of events. If an error is detected, all points awarded thus far should be revoked and the meet re-scored from the beginning. If two computers are in use, the operator must merge the two files before printing the final scores each day. A modem should be used in a two-pool meet conducted in different locations. Results can then be transferred for scoring and posting results. Some programs will support a local area network.

## ***Final Meet Results***

The computer operator should prepare a list ahead of time of all event numbers in the proper age group and stroke order, i.e. freestyle, backstroke, breaststroke, butterfly, individual medley, free relay, and medley relay. This list should be stored in the program before the meet is over so that the final meet results are printed in proper order, by age group and sex.

As required by many LSCs, all splits and relay names should be included on the final results if the program software allows. Some software permits splits either in the lap (subtracted) or cumulative mode. The computer operator must be sure to include team and high point scoring totals in the final results along with any other items required by the LSC.

To reduce copy expenses, results can be printed in a condensed font, however, make sure that your print is large and clear enough so that times can be read accurately.

## **Chapter 6**

### **Time Trials**

Time trials are included in USA Swimming's National Championships (*USA Swimming Rules and Regulations* Article 207.6.3) and many coaches at local meets will ask that time trials be included in a meet. The meet director will then have the added responsibility of running two meets at once. The time trials must be sanctioned separately by the LSC and are usually run by the same people already mentioned in this manual.

The clerk of course should not be expected to enter information for the time trials as he or she will be busy enough with the regular meet. A separate committee or person should be appointed to organize the time trials, take the entries, collect the monies, seed the events, and record and print the final results, which become part of the official meet record.

It should be noted that the limitation on the total number of individual events in which a swimmer may compete each day (*USA Swimming Rules and Regulations* Article 102.2 & 102.3) includes any events swum in time trials. Therefore, a method should also be established to ensure adherence to this limit.

Volunteers (runners, timers, timing equipment operators, officials, recorders and scorers, etc.) are often willing to stay for the extra time needed for the time trials; however, the meet director should inform all volunteers prior to the meet of the added time trials. If an individual is unable to commit him/herself for the extra time, the meet director should then find a replacement for anyone with a conflict.



## **Chapter 7**

# **Meet Evaluation**

It is recommended that each meet be evaluated after its conclusion, not only to determine its success or failure, but also to solicit ideas on how future meets could be improved. Meet evaluation forms are available from USA Swimming Headquarters in Colorado Springs or may be available from your LSC.

A sample copy of the USA Swimming Meet Evaluation form for National Championships is included in the Appendix. This form may be modified to meet your local needs or conditions. Forms should be completed by swimmers, coaches, officials and meet administration before leaving the competition site. If desired, the results can then be compiled and made available to the LSC or other clubs holding similar meets.

Each meet director should also keep his/her own personal observations for use in improving the next meet or for aiding successive meet directors in the club. The meet director should also file a post-meet report with suggestions for change and improvement.



# APPENDICES



# Meet Forms

Listed below is a typical checklist of the needed forms and printing required for a swim meet. The meet director should check with the LSC chair for any additional LSC forms that must be completed.

1. Application for sanction form
- 2.\* Meet information flyer
- 3.\* Master entry form
4. Psych sheet
5. Heat sheet
6. Program
7. Scratch forms (two-part)
8. Disqualification (DQ) slips (two-part)
9. Relay entry forms (three-part)
- 10.\* Relay take-off forms (if dual confirmation is used)
11. Continuous feed computer seed cards (if cards are used)
12. USA Swimming Report of Occurrence (Accident) forms
13. Event results forms
14. Final results forms
15. Financial statement form
- 16.\* Meet evaluation form

\* Sample forms included in Appendices.

# Sample Meet Information Flyer

A-B-C Open Invitational Swim Meet  
January 18 & 19, 1992

- Sanctioned by: Florida Gold Coast Association of USA Swimming, Inc. Sanction #0300.
- Sponsored by: ABC Swim Club.
- Dates & Times: Saturday, January 18, 9:00 a.m. 8&U, 9&10, 11&12  
Saturday, January 18, 2:00 p.m. 13&14, 15&0  
Sunday, January 19, 9:00 a.m. 10&U, 11&12  
Sunday, January 19, 1:00 p.m. 13&14, 15&0  
All events are timed finals.
- Place: Whatley Swim Center, 123 East Street, Miami, FL
- Directions: South on Highway 848, Right onto East Street; Pool is on right.
- Pool Course: Outdoor, heated, 25-yard, 8-lane, fresh water, non-turbulent, Omega timing, Competitor Single Lane Lines, 25-meter area available for continuous warm-up and swim-down.
- Eligibility: Open to all USA Swimming registered swimmers. 8-and-under and 10-and-under events are open to all 8-and-under swimmers.
- Awards: Medals 1st-3rd, ribbons 4th-8th; Relays - medals 1st, ribbons 2nd & 3rd; Team high point trophies 1st-5th place.
- Scoring: Individual events: 9, 7, 6, 5, 4, 3, 2, 1. Relays score double.
- Warm-up: One hour before the morning sessions and at least one-half hour before the start of the afternoon sessions.
- Entry Limit: Five individual events per day, excluding relays.
- Entry Forms: IBM cards and enclosed master entry form which serves as proof of entry. Please mark all "A7" entries on master entry.
- Entry Fees: \$1.25 for "A" individual events, \$1.00 per "B" or "C" individual events. \$4.00 per relay.
- Deadline: All entries must be received by Friday, January 10, 1992 whether mailed or delivered. Late entries will not be accepted.
- Mail Entries: Mary Smith, 789 Vine Street, Miami FL 33488.
- Officials: Meet Referee: Al Jones. Head Starter: Dick Kesler.
- Refreshments: Complete snack bar on pool deck.
- Motel info: Holiday Inn, 456 Center Street, Boynton Beach, FL 305/992-1359



# Disqualification Report

EVENT \_\_\_\_\_ HEAT \_\_\_\_\_ LANE \_\_\_\_\_

SWIMMER'S NAME: \_\_\_\_\_

1. Start: Notified:
  - a. \_\_\_\_\_ False Start Swimmer: \_\_\_\_\_
  - b. \_\_\_\_\_ Delay of Meet Coach: \_\_\_\_\_
  
2. Breaststroke:
  - a. \_\_\_\_\_ Kick, Alternating, Swim \_\_\_\_\_ Turn \_\_\_\_\_ (in \_\_\_\_\_, out \_\_\_\_\_)
  - b. \_\_\_\_\_ Kick, Butterfly type, Swim \_\_\_\_\_ Turn \_\_\_\_\_ (in \_\_\_\_\_, out \_\_\_\_\_)
  - c. \_\_\_\_\_ Head did not break surface during stroke cycle
  - d. \_\_\_\_\_ Two or more strokes under water, Turn \_\_\_\_\_, Finish \_\_\_\_\_
  - e. \_\_\_\_\_ Shoulders not level. First stroke \_\_\_\_\_, Finish \_\_\_\_\_
  - f. \_\_\_\_\_ Shoulders not level, Turn \_\_\_\_\_, Swim \_\_\_\_\_
  - g. \_\_\_\_\_ Touch, one hand, Turn \_\_\_\_\_, Finish \_\_\_\_\_
  - h. \_\_\_\_\_ Touch, non-simultaneous, Turn \_\_\_\_\_, Finish \_\_\_\_\_
  
3. Butterfly:
  - a. \_\_\_\_\_ Kick, Alternating, Swim \_\_\_\_\_ Turn \_\_\_\_\_ (in \_\_\_\_\_, out \_\_\_\_\_)
  - b. \_\_\_\_\_ Kick, Breaststroke type, Swim \_\_\_\_\_ Turn \_\_\_\_\_ (in \_\_\_\_\_, out \_\_\_\_\_)
  - c. \_\_\_\_\_ Arms not brought forward simultaneously
  - d. \_\_\_\_\_ Underwater recovery into turn (# \_\_\_\_\_)
  - e. \_\_\_\_\_ Shoulders not level. First stroke \_\_\_\_\_, Finish \_\_\_\_\_
  - f. \_\_\_\_\_ Shoulders not level, Turn \_\_\_\_\_, Swim \_\_\_\_\_
  - g. \_\_\_\_\_ Touch, one hand, Turn \_\_\_\_\_, Finish \_\_\_\_\_
  - h. \_\_\_\_\_ Touch, non-simultaneous, Turn \_\_\_\_\_, Finish \_\_\_\_\_
  
4. Backstroke:
  - a. \_\_\_\_\_ Toes over lip of gutter after start
  - b. \_\_\_\_\_ Not on back during swim
  - c. \_\_\_\_\_ Not on back before feet leave wall during turn, 1, (2)
  - d. \_\_\_\_\_ Head did not break surface by 15m, Start \_\_\_\_\_, Turn (# \_\_\_\_\_)
  - e. \_\_\_\_\_ Did not touch wall during turn
  - f. \_\_\_\_\_ After passing vertical non-continuous motion into turn, kicking \_\_\_\_\_, pulling \_\_\_\_\_, floatation \_\_\_\_\_
  - g. \_\_\_\_\_ Past vertical before touch at finish
  
5. Individual Medley:
  - a. \_\_\_\_\_ Stroke infraction # \_\_\_\_\_
  - b. \_\_\_\_\_ Strokes not swum in proper order
  
6. Freestyle:
  - a. \_\_\_\_\_ No touch, Turn # \_\_\_\_\_
  
7. Relays:
  - a. \_\_\_\_\_ Stroke infraction # \_\_\_\_\_
  - b. \_\_\_\_\_ Changed order of swimmers
  - c. \_\_\_\_\_ Early start, swimmer exchange (#1 \_\_\_\_\_, 2 \_\_\_\_\_, 3 \_\_\_\_\_)
  
8. Other: Describe \_\_\_\_\_

Judge: \_\_\_\_\_

Head Judge: \_\_\_\_\_

Referee: \_\_\_\_\_

# Relay Entry Form

Event No. \_\_\_\_\_

Heat \_\_\_\_\_

Event \_\_\_\_\_

Lane \_\_\_\_\_

Name of Club	Team (Circle ____)  A                      B
--------------	--

ORDER	SWIMMERS' NAME		AGE	SWIMMER MEET I.D.#	
LAST	FIRST				
1.	_____	_____	_____	_____	
2.	_____	_____	_____	_____	
3.	_____	_____	_____	_____	
4.	_____	_____	_____	_____	

\_\_\_\_\_  
Coach's Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

USA Swimming  
Relay Take Off Judge

EVENT # \_\_\_\_ HEAT # \_\_\_\_  
(Circle one-Side or Lane)

	<u>Swimmer No.</u>		
Lane 1	1	2	3
Lane 2	1	2	3
Lane 3	1	2	3
Lane 4	1	2	3
Lane 5	1	2	3
Lane 6	1	2	3
Lane 7	1	2	3
Lane 8	1	2	3

---

Signature

## Report of Occurrence

# USA Swimming

## Meet Evaluation Form

Meet: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Please complete and return to the Clerk of Course:

1.	<b><i>Pre-planning</i></b>	Low	1	2	3	4	High
	Pre-meet information		( )	( )	( )	( )	
	Packets		( )	( )	( )	( )	
	Hotels and Proximity		( )	( )	( )	( )	
	Maps		( )	( )	( )	( )	
	Transportation (cost/convenience)						
	a.    airlines		( )	( )	( )	( )	
	b.    car rental		( )	( )	( )	( )	
	Planning for climatic changes (outdoor pools only)		( )	( )	( )	( )	
2.	<b><i>Facilities/General</i></b>	Low	1	2	3	4	High
	Parking		( )	( )	( )	( )	
	Registration		( )	( )	( )	( )	
	Restrooms and dressing		( )	( )	( )	( )	
	Swimmers' rest areas		( )	( )	( )	( )	
	Public Address System		( )	( )	( )	( )	
	Spectator Seating		( )	( )	( )	( )	
	Warm up/down facilities		( )	( )	( )	( )	
3.	<b><i>Facilities/Competition Pool</i></b>	Low	1	2	3	4	High
	Pace Clocks		( )	( )	( )	( )	
	Scoreboard/timing equipment/computer		( )	( )	( )	( )	
	Lighting		( )	( )	( )	( )	
	Ventilation (indoor pools)		( )	( )	( )	( )	
	Water conditions		( )	( )	( )	( )	
	Starting system		( )	( )	( )	( )	
	Pool set-up (deck space, media, etc.)		( )	( )	( )	( )	
4.	<b><i>Officials</i></b>	Low	1	2	3	4	High
	Meet referee		( )	( )	( )	( )	
	Assistant referee(s)		( )	( )	( )	( )	
	Administrative Coordinator		( )	( )	( )	( )	
	Starter (s)		( )	( )	( )	( )	
	Announcer(s)		( )	( )	( )	( )	
	Chief judge(s)		( )	( )	( )	( )	
	Stroke/Turn Judging		( )	( )	( )	( )	
	Take Off Judging		( )	( )	( )	( )	
	Clerk of Course		( )	( )	( )	( )	
5.	<b><i>General Appraisal</i></b>	Low	1	2	3	4	High
	Meet administration		( )	( )	( )	( )	
	Hospitality		( )	( )	( )	( )	
	Awards		( )	( )	( )	( )	
	Safety Procedures		( )	( )	( )	( )	
	Rate the overall success of the meet		( )	( )	( )	( )	
	Rate the overall smoothness of the meet		( )	( )	( )	( )	

6. Use back of sheet to list any general comments you would like to make about this meet.

Signed: \_\_\_\_\_ (optional)

( ) Swimmer                      ( ) Coach                      ( ) Official                      ( ) Other

Position \_\_\_\_\_

Title \_\_\_\_\_