

# HOSTING A REGULAR SEASON MEET

## Overall Expectations

Safety

Review general notes on hosting a meet handout

## Pre-Game Prayer and Pre-Game Statement read before all meets

Included in Meet Box, to be read by swimmers (2)

## Organization/Planning

Tables, chairs, ropes, etc. setup

Warm up schedule, lane assignments

Competition start time (after prayer and Sports Statement is read)

Fair competitive environment

Fun environment for swimmers

## Swim Box with supplies and equipment

Pick up box from CYO Office, no later than Friday 2:00 p.m.

Review Checklist for setting up the perfect meet

Turn in Box to CYO Office, no later than Tuesday, 2:00 p.m.

## Volunteer direction-Coordinator

(see Swim Meet Job Responsibilities)

Workers required for CYO meets

Bull Pen

Timers

Runners

Stroke and Turn Judges

Ribbon/Heat Winner Person

Bathroom Monitors

Safety Monitors during warm up

Announcer/Starter

“Clerk of Course, Event Call up Board person”

Scoring table

PC input person(s)

Ribbon person

## Ribbons separated by team and given to visiting team

With swimmers time card (not stapled)

Attached to report for team via MM

Visiting team can attach labels for individual swimmers

## Clean up deck and spectator areas

Reminder...food is not allowed on the pool deck

Assign people for this duty, check yourself before walking out the door

## Reporting meet information, scores, etc.

Results to CYO next day or same day

E-mail results in MM meet backup format

## **CHECKLIST OF ITEMS NEEDED IN SWIM BOXES**

- 1 15 stopwatches (19 for 8-lane pools)
- 2 12 clipboards
- 3 rubber bands
- 4 dry-erase board, markers, eraser
- 5 2 staplers, extra staples
- 6 20+ pencils, sharpener
- 7 2 calculators
- 8 DQ slips
- 9 Sports Manual, Federation book
- 10 20 Order of Events  
(Lane timer, judges, starter, announcer, scorekeepers, each coach)
- 11 extra blank event cards
- 12 Meet Computer to run Hy-Tek, Meet Manager
- 13 badges for volunteers
- 14 air horn & extra air for use when starting system is not available
- 15 bull horn or other system for announcing; extra set of batteries
- 16 ribbons for places as well as heat winners
- 17 large envelopes for each team's event cards and ribbons
- 18 tape to post results
- 19 yellow high lighter
- 20 Guides for Meet Workers

# COACHES' MEETING BEFORE MEET BEGINS

(Sample for Lake Oswego Meet)

Assemble all Head Coaches and volunteers

STARTS All starts will be from (or next to) the starting blocks, except relays. The 75 yd. medley relay starts at the shallow end of the pool with timers remaining at the deep end.

BULLPEN The bullpen at Lake Oswego is located near the corner of the pool opposite the scoring table.

BULLPEN will meet in the Clerk of Course corner of the deck, near the girls' locker room. PLEASE send only 3-4 heats at a time, listen to the announcer!

EACH TEAM'S DESIGNATED AREA ON POOL DECK - Banners are OK, use duct tape.

FLOW OF SWIMMERS: All swimmers are to walk along the side of the pool near the spectators at Lake Oswego.

If anything needs to be retrieved from the water, a swimmer who has just finished a race, and who does not have an upcoming race, will be asked to get it.

WARM-UP LANES - Assignment

WARM-UP LANES are assigned and will be announced. They are listed on the front page of the heat sheet in the coaches' packets.

MARSHALS - Identify

MARSHALS must be in place BEFORE warm-ups can begin.

STARTER/ANNOUNCER - Identify

STARTERS – Test equipment before warm-ups and identify Marshals. Announce the Stroke & Turn Judges and their team they are from.

STROKE & TURN JUDGES - Identify

Go over judging criteria with Stroke & Turn Judges so judging is uniform. **Pair 1st year S&T Judges with seasoned judges if possible. Point out that we want to enforce infractions from the first meet. Issue clipboards, DQ slips, and pencils. Announce the names and their team for the S&T Judges.**

TIMERS AND HEAD TIMER - Identify

Have Head Timer meet with Timers and practice several times before racing begins. Head Timer gets supplies for all Timers. Two chairs per lane for Timers, starting end only.

RUNNERS - Identify

Be sure Runners understand meet set up and instructions. Runners will need to be “on their toes” during the 25yd. events.

HEAT WINNER RIBBON PERSON, Identify

MEET SCORER AND RIBBON PEOPLE, Identify

SWIMMERS ONLY allowed on deck, all spectators MUST stay in the stands.

# **CYO SWIM VOLUNTEER ASSIGNMENTS**

## Job Descriptions

- Meet Director
- Computer Operator
- Bull Pen
- Stroke and Turn Judges
- Head Timer
- Timers (2 for each lane)
- Recorders (one of the timers at regular season meets)
- Locker Room Monitors - 2
- Heat Winner Judge
- Runners - at least 2
- Scoring average times, record on score sheet
- Ribbons
- Person to post results as available

## Job Description

# **MEET DIRECTOR**

The championship meets will have assigned Meet Directors. All regular season meets will be directed by the Host Team and in partnership with the visiting teams.

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 swimmers' best interests in mind. Long, disorganized meets are not conducive to quality swimming. It is the responsibility of the Meet Director to be familiar with all applicable rules governing the event including facility requirements, NFHS and CYO rules.

A safe and successful meet is a priority for the meet director and for CYO swimming. The meet director can help achieve this priority goal by striving to promote a safe environment at the meet. The meet director should pay close attention to the safety of all swimmers, coaches, officials, parents, volunteers and spectators at his or her meet.

## Job Description

# **ANNOUNCER**

### (CHAMPIONSHIP MEETS)

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

The function of an announcer is to state the facts (i.e., Event, heat, swimmers names, teams etc). The announcer will announce each event as it comes up as well as other essential and important information that is happening. Generally events are called to the bullpen about 2 events before they actually happen, i.e., while event #1 is swimming, there is a “first call for event 3”. By the end of event #1 there is a “last call” for event 3. The announcer will feel a rhythm soon and be able to gauge when to call by looking at the bullpen and seeing how crowded the area is.

When it is time for a heat to swim, the event is announced as follows:

Event #1, cub girls 100 yard Individual Medley, heat 1 swimmers behind the blocks please...Mr. Starter.

As the LAST swimmer of that heat passes under the flags near the finish, it is time to announce, “Event #1, cub girls 100 yard Individual Medley, heat 2 swimmers behind the blocks please...”

During the last relays (Freestyle Relays) the spectators need to be reminded to clean up the area around them. Please thank all who volunteered to help us in any way; we could NOT have a meet without their help!

## Job Description

# **STARTER**

“Swimmers, please step up” (or “please step in” for backstroke)

“100 yards individual medley, 1 length of each stroke, BUTTERFLY, BACKSTROKE, BREASTSTROKE, FREESTYLE.”

“**Take your mark...**” Sound start signal.

Events 5 & 6...75-yard medley relay...backstroke, breaststroke, freestyle

Events 7 & 8...100-yard medley relay...backstroke, breaststroke, butterfly, freestyle; 9 & 10 are 200-yard medley relay.

Each event should be clarified...25 yards is 1 length of the pool, 50 yards is 2 lengths, etc.

Event 5-8 (relays) each swimmer swims 1 length.

Events 9 & 10 (relays) each swimmer swims 2 lengths.

Events 37-40 (relays) each swimmer swims 1 length.

Events 41 & 42 (relays) each swimmer swims 2 lengths.

Note: Starters need to be cautious on relays and to be sure that in Polli and Cub relays that swimmers match up. Check swimmers are in pool at the other end of the pool for 75 yd and 100 yd.

## Job Description

### **SAFETY MARSHAL**

Meet marshals must be selected for every meet. 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 (championship meets). The marshal shall warn, order to cease and desist, or with 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.

## Job Description

### **LOCKER ROOM MONITORS**

Male and Female locker room monitors are required for the safety of our swimmers. We need you to observe who enters the locker room, walk through the locker room every 10 minutes or so, ensure no one is being approached or picked on, hurt etc. Only swimmers and possibly their parent should be in the appropriate locker rooms. Boys and girls should only be in the appropriate locker room. Swimmers should NOT be hanging out in the showers between their events – they need to stay with the rest of their team. There are rest rooms at some of the pools for spectators to use. Everyone shares the duty of making certain we do not leave a mess!

## Job Description

### **RIBBONS**

Each event will have ribbons for the 6 (six) fastest swimmers in that event. There may be more than one ribbon awarded per place, as in the event of a tie. In such a case, there are two (or more) ribbons awarded. Since only the six fastest swimmers are awarded, not all places, 1st through 6th place, may be awarded with ties. *Example: 3rd and 4th swimmers tie. Both swimmers are awarded ribbons for 3rd place, there is no 6th place winner.*

During Regular Season Meets, the ribbons will be distributed to each team based upon the Medal Count Report from Meet Manager. Relay places awards are not included in the report totals and will need to be added to the total needs, by team. The Meet Manager program will produce award ribbon labels. The labels will be printed by each team as needed, after the conclusion of the meet. Meet Manager meet back-up files will be distributed to all teams to facilitate this process.

Championship meets will have ribbons and medals presented throughout the meet during several scheduled award presentations.

### **HEAT WINNER RIBBON PERSON**

Determines the winner of each heat and awards a ribbon to the winner. If a question exists on the 1st place finisher, verify against the swimmers times. If a discrepancy still exists, award two ribbons.

## Job Description

# **TIMERS & HEAD TIMER**

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.

Head Timer - A key worker is the Head Timer, who is responsible for supervising the timers during the meet. The Head Timer ensures that all timers and their watches are in place, and ready, before each heat. They must be ready to step in for any Timer that determines they are unable to record an accurate time. It is their duty to meet with all timers prior to the meet start and to provide several timing practices to ensure familiarity with equipment and procedures.

Timers- Timer will receive a swimmers event card prior to the start of each race. The card must be for the swimmer to be timed. Notify the Head Timer or Starter if there is a discrepancy.

Each lane is to have 2 stopwatches running for each swimmer. Unless absolutely impossible, the two timers should be from different teams.

Timers will be verbally alerted before each race begins. The starter will have swimmers step up, and will say, "Judges and timers ready". The timers signal their readiness by raising their hand. The starter will then say, "Swimmers take your mark". The start signal is a bright strobe flash and loud beep. At this precise instant, the timers actuate their timing device. The timers must be attentive to the swimmers nearing the finish of their race. The timers must be able to see the swimmer touch the wall. The timers must have taken a position prior to the finish to be able to see the complete vertical plane of the wall. The timing device is again activated when the swimmer touches the wall. The timers or recorder will enter both times to the swimmers Event Card. Large discrepancies should be brought to

the attention of the Head Timer.

Job Description

## **RUNNERS**

Runners shuttle material from station to station during the meet. For CYO meets this involves shuttling event cards from swimmers to timers and from timers to the recording desk. These workers are literally “runners.” It is critical that the cards are picked up from the swimmers, in order, and given to the correct timer.

It is helpful to have one person coordinating the efforts of all runners to avoid confusion and avoid lost material.

Job Description

## **CLERK OF COURSE**

The Clerk of Course is responsible to inform coaches and swimmers of events that are being called to the Bull Pen (staging area for swimmers in the next races). The upcoming events are posted or written on a large board that is clearly visible to the announcer, coaches, and swimmers. Upon notification by the Clerk of Course, swimmers should make their way to the designated Bull Pen area.

In some cases in regular season meets, the Clerk of the Course also announces the upcoming races. The Clerk of the Course must be in constant communication with the Bull Pen to determine the necessary lead time.

## Job Description

### **BULL PEN**

The Bull Pen people are responsible to organize swimmers for the next immediate heat(s). The Bull Pen people utilize the Swimmers Event cards to line up swimmers into their respective lanes. The swimmers are then directed to the blocks in the same order, complete with their Event Card.

This represents a very crucial part of an organized, and timely, meet. The Clerk of the Course and Bull Pen set the tempo of the meet. If swimmers are not ready to take their places behind the block when a race has just finished, the meet will come to a standstill. With K-8 grade swimmers, it is not hard to imagine that this can be a very challenging job. Choose individuals that can command authority, without being threatening. Remember...the goal is to have a memorable and positive experience.

It is generally a good idea to have several rows of chairs or bleacher seats to stage the heats. The chairs/seats should have numbers corresponding to the lane where the swimmer will be swimming.

## Job Description

# **STROKE AND TURN JUDGES**

This job requires the knowledge of official rules and must have attended a Stroke & Turn Training Clinic within the last two years. This person determines if an illegal stroke or turn has been used by a swimmer. 1st year Stroke & Turn Judges should try to work their first 2 meets paired with a seasoned judge.

When a swimmer is disqualified, the judge must alert the Runner in order to attach the DQ slip to the swimmers Event Card. The Stroke & Turn Judge must accurately complete the DQ Slip, including the Event #, Heat, and Lane. The Stroke & Turn Judge will not raise their hand to signal the infraction, or speak to the swimmer or coach unless directed by the Meet Director (Head Coaches during regular season meets). Dual confirmation is utilized during championships.

Please refer to the National Federation of State High School Associations Rules Book for Swimming, Diving, and Water Polo for specific violations.