2016 Meet Director Workshop

Agenda

Terminology

Meet Director Responsibilities

Meet Referee Responsibilities

Meet Preparation

Running the Meet

Conclusion of the Meet

Questions / Answers

Terms

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

- Closed Competition – competition exclusively among members of a single club, or among two or more USA Swimming member clubs within an organization or group formed for the specific purpose of such competition or series of competitions that are open only to members of that group or organization. Examples include YMCA clubs and leagues consisting of a limited number of USA Swimming clubs within an LSC.
- RULE CHANGE: 120 Day rule now applies to closed competitions (203.3; effective immediately)
- Unattached – status of a member who does not represent a club or FINA member Federation in competition

Terms

Session – any portion of a meet distinctly separated from other portions by locale, time, or type of competition, ie., prelims and finals; morning and evening; Senior and Age Group, etc

Timed Finals – competition in which only heats are swum and final placings are determined by the times achieved in the heats

Prelims – competition in which a number of heats are swum to qualify the fastest swimmers for the Finals

Finals – a session of a meet in which the concluding heats of an event are contested which may include championship, consolation, or bonus finals.

Terms

Age Group Meet – All athlete members of USA Swimming 18 years old and younger grouped by ages. Where a program for swimmers ages 8 and under is conducted, it shall be for developmental purposes only and shall be subject to LSC procedures.

Senior Meet – All athlete members of USA Swimming are eligible for the Senior Class.

Mixed Classification – meet in which events of Age Group and Junior, Senior, or any other classification are offered.

Consolidated Events – events may be sanctioned and seeded as a single event, without regard to swimmers' ages or gender, in the order of submitted entry times. Places, awards and published results for these events may be separate for each age group and gender.

Terms

Seed – to distribute the swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

- Deck Seed – swimmers are required to check in for their events on the day of the meet. After scratches are determined, events are seeded.
- Pre Seed – all entrants are seeded prior to the day of competition

Safety

In the introduction to the USA Swimming Rule Book it states:

> It is not the purpose of the Rules and Regulations of USA Swimming (the National Governing Body) contained herein to set standards of care for the safety of the swimmer. The swimmer, the swim coach, the swim club and the local public entity or pool owner should address safety considerations where events are held.

You need to make sure that your club and/or the pool you use, have a safety program in place.

Specific requirements will be based on these programs

Injury – <u>address the injury</u>, follow up with required reporting (23)

Meet Director Requirements and Responsibilities

- Organizer and coordinator of all meet activities

Oversight of activities (should not have direct involvement in any one committee or activity)

- Required to be a member of USA Swimming (2)
- Niagara – requires Meet Director Workshop
- Acquisition and distribution of awards

Obtaining a meet sanction

Securing meet facility and preparing it for the meet

Arranging for personnel, equipment and supplies necessary for meet operations (timing equip, etc)

Processing of entries

Meet Director Requirements and Responsibilities

Responsible for organizing a meet that complies with USA Swimming and Niagara Swimming rules

Awareness of USA Swimming safety guidelines

Awareness of warm-up procedures

- Preparing and distributing meet invitations (Meet Announcement)

Distributing final results

Maintain meet documentation

- Meet Manager backup file
- Lane Timer sheets
- DQ Slips
- Relay cards
- Referee and Starter meet programs

Meet Director IS or IS not:

IS:

- CEO/”Wedding” Planner
- Chief Liaison to all teams
- Communications Director

IS NOT

- Only Timing System Operator
- The only volunteer

Meet Referee

Should be involved with meet preparation

Responsible for the conduct of the meet, has authority over the entire swimming venue

Ensures participating Officials are current members and certified for the position assigned

Enforces all applicable rules and shall decide all questions related to the actual conduct of the meet (14)

Assigns Marshals with specific instructions

Has authority to intercede in a competition at any stage to ensure that the appropriate racing conditions are observed

Investigate malfunctions of timing equipment

May prohibit the use of any device that disrupts or interferes with the meet

Meet Preparation - Sanction

A sanction is a permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules.

All meets require a sanction (3)

Not issued for the intent of gaining a profit, any income must be used for the further promotion of swimming, for an approved charity or for welfare of the promoting organization

Can not transfer a sanction to another organization (5)

Sanction requires that athletes must be under the supervision of a USA Swimming member coach during warm-up, competition and warm-down (24)

Swimmer comes without a coach – Meet Director or Referee may help with arranging for coach supervision, but it is the responsibility of the swimmer (racing start concern) (6)

Sanction

Sanction Application is available on the Niagara Swimming website.

Sanction fee is $25 per day of the meet and $25 if time trials are offered at the meet

A separate sanction is required for time trials, so if you have a meet and offer time trials, you'll need to apply for two sanctions. (10)

Upon approval, a sanction will be provided to you by the Sanctions Chair

Sanction

Meet schedule is voted on by HOD

Meets can be added to the schedule after HOD Meeting by approval of Niagara's Executive Board

LSC designated meets are eligible to be bid on

Non-LSC meet sanction applications can be submitted for dates in which an LSC meet is not held.

Up to four(4) meets can be sanctioned on dates not excluded by LSC meets – one in each geographic area (Buffalo, Syracuse, Southern Tier and Rochester)

At least one week's notice is to be given to Admin Vice-Chair and clubs entered if meet is to be cancelled (unless due to weather, casualty, other unforeseen). Host to refund entry fees (within 10 days) (9)

Meet Preparation
Meet Announcement

In order to compete in a meet, a swimmer must be entered in compliance with the event entry requirements stated in the announcement.

Some of the info required (8):

- Order of events
- Entry requirements
- Entry restrictions
- Check-in and scratch procedures
- Racing Certification statement
- Deck entry statement
- Course certification statement
- USA membership statement
- There is a checklist, PLEASE use it

Misc

Fees – max fees listed in Policies & Procedures

Post your Meet Announcement and event file on website as soon as possible. Should be at least 30 days. Send to sanctions@niagaraswim.org

Meet Committees – if you think you can do it on your own…

- Organization
- Key people
- Delegate

Events

When deciding what events to offer consider:

- 4 hour rule
- 8 hours prelim/final
- Meet classification (Age Group, Senior, Mixed)
- Event Criteria (Male/Female, Mixed, Age designations, etc)
- Do the events you are creating meet the current performance goals of your club (and those attending), or are you using the same events you did 10 years ago

Entries

Entry Chair

- Need to understand criteria in Meet Announcement
- Understanding of the USA Swimming Rulebook
- Know how to do a Registration Exception Report
- Know how to verify a meet time line
- Ensure entries are in accordance with age group requirements
- Communicate with clubs sending entries

Entries - General Rules

In order to compete in a meet, a swimmer must be entered in compliance with the event entry requirements stated in the meet announcement

In a prelim/final meet a swimmer may compete in not more that three (3) individual events per day

In a timed finals meet a swimmer may compete in not more than five (5) individual events per day

In a meet where a combination of prelim and final events and timed finals are scheduled, a swimmer may compete in not more than three (3) individual events per day, unless entered exclusively in timed final events that day (11)

Time trial events are included in the event limits

Entries - General Rules

In a mixed classification meet a swimmer may enter the same stroke and distance individual event in an age group and any other classification, provided the limit of events per day for the type of meet is not exceeded. The same entry time must be used for all repetitive entries.

If a meet or an event has no qualifying time standards, a swimmer who has no official time for an event may enter that event with no submitted time (NT).

Meet hosts may specify in the meet announcement that swimmers must submit estimated times if they have no official times.

Relays

Relay teams shall not compete unattached (12)

In all cases relay teams must be composed of USA Swimming members of the same club, school or organization which is a member of USA Swimming (n/a to teams representing the LSC)

Relays may be conducted on a timed final basis or with prelims and finals

Relays are to be designated A, B, C …

The time of each relay team is to be included with entries for seeding purposes and no change in time is permitted

Relays

First and last names of swimmers eligible to compete in relay events shall be entered in accordance with the meet announcement

The composition of a relay team may be changed between prelims and finals.

All members competing on a relay team disqualified during prelims shall be barred from further competition in that event

Names of eligible relay swimmers and order of swimming shall be submitted and any changes in names of the swimmers or their order of swimming must be declared prior to start of the heat (Clerk of Course, Head Timer, Timer Table)

Relays

Mixed Relays

-USAS Rule – Must have 2 male and 2 female swimmers (27)

-Same rules apply for touches and order.

Unattached Swimmers (26)

- Can not swim on relays
- If found, relay must be disqualified

Entries - Niagara

$100 fine – unregistered swimmer, or not properly transferred

Proof of times – LSC meets require entry verification through SWIMS

Fees need to arrive by entry deadline

Registrations – registration is effective as of the date received by the Registration Coordinator (Eric Stimson), including payment

4 Hour Rule (21)

With the exception of championship meets, the program in all other age group competition shall be planned 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 preliminaries and finals meet.

Review FAQ

Niagara – Up to $500

Equipment

Starting system – sound & strobe

Timing system
- Automatic, Semi-Automatic, Manual
- Primary, Secondary, Tertiary

The Pool / Facility
- Air & water temps
- Ladders
- Movable Bulkheads
- Lifeguard chairs
- Diving boards

Misc

Meet Program – ‘Held under the sanction of USA Swimming’

Meet Setup – night before

Checklist – Organization!!

- Some of us have good organizational skills and others not so much
- Get help
- Keep track of what is done and what still needs to be done
- Volunteers

Meet Manager – Pre Meet

Create Meet
- Events (Consistency is Key!)
  - *Age Groups & Gender*
  - *Relays*
  - *Fees*
- Sessions
  - *Breaks & Time Line Adjustment*

Pre-Meet Paperwork
- Programs
- Official's Work Chart
- Timing Backup Sheets
- Positive Check In Paperwork

Export Event File / Import Entry File

Why Newest Version?

Running the Meet

Niagara Safety Announcement

Niagara Warm-up Procedure

Marshals (19)

- Identifying attire
- Enforce warm-up procedures
- Maintain order of swimming venue
- Authority to warn to cease and desist (work with Referee)
- Need to be there at least 15 minutes before warm-up
- Check in with Referee (working for him/her)
- Primary responsibility is to maintain safe venue

Changes in Program

The order of events, as stated in the meet announcement, shall not be changed.

The announced arrangement of heats in any event shall not be added to or altered, except by the authority of the Referee, to the extent of consolidating the heats.

At the Meet Referee's discretion, events may be combined by age, gender, distance, and/or stroke.

The entry provisions and starting time of any event, meet or portion thereof shall stand as stated in the meet announcement and may not be changed to an earlier time or date unless written notice of such change is delivered to all affected swimmers and their coaches.

Timing Personnel / Clerk

Chief Timer
- Oversight of Lane Timers
- Start two watches

Head Lane Timer
- Do you have the right swimmers
- Do you have the correct relay & order

Lane Timers
- Two dissimilar devices
- CHECK YOUR WATCHES PRE-MEET!

Timing Equipment Operator

Clerk of Course

Seeding & Lane Assignments

Prelims

- ‘Circle Seeded’ for last three heats, standard seeding for additional heats
- Two or more heats – minimum of three (3) swimmers in each heat (prior to any scratches)

Finals

- Use prelim times for seeding
- Fastest in middle (odd) lane

Timed Finals

- Last heat – fastest swimmers
- Fastest in middle (odd) lane

Order of Heats

- The normal order can be reversed (fastest fist) and alternate male/female – must be stated in Meet Announcement

Swim Off

Part of the prelim process

Timed and judged in the same manner as the original event

For the seeding of finals, the times used for the swimmers involved shall be the times achieved in their original preliminary heats

May be held at any time set by the Referee, but not more than 45 minutes after the last heat of any event in which any one of these swimmers is competing in that session.

DQ in Swim Off – goes to lowest position competing for, still eligible for finals or as an alternate

Scratching / Time Trials

Scratching

- Meet Announcement will specify check-in and scratch procedures
- Niagara Scratch Policy

Time Trials

- Niagara Time Trial Policy

Disqualifications

Administered per the guidance of the Meet Referee (4)

Action may be taken by Meet Referee for appropriate action for a swimmer's unsportsmanlike behavior or unsafe actions

Protests (17)

If related to judgment decisions of the Officials, a protest can only be considered by the Referee and the Referee's decision is final

All other protests Referee may appoint a meet jury (3-5 people, at least one a coach and one an athlete)

If prior to a race and regarding the eligibility of a swimmer – in writing to the Referee

All other protests are to be in writing and to the Referee within 30 minutes of the race in which the infraction occurred

The resolution of a protest can be appealed

Official results of a protested race – not announced, no awards given, no points given until resolved or withdrawn

Timing Rules

Official time can be achieved in USA Sanctioned, USA Approved or Observed Meet and can be from:

- Any heat
- Swim-off
- Relay lead-off leg
- Legal split
- Time trial or record attempt

An official time for an event or a stroke can be achieved only in that event or stroke, or in the initial distance of such event or stroke.

Regardless of the stroke(s) used, times in freestyle events can be recorded only as freestyle times.

Timing Rules

Backup Timing System

- Except when primary is watches, backup timing shall be provided for all competitors.
- Swimmer shall not be required to reswim a race due to equipment failure which results in unrecorded or inaccurate time or place
- Meet Director's responsibility

Secondary & Tertiary Times

- Shall be recorded, but not used except to corroborate or correct missing or inaccurate primary/secondary results

Determining Official Time

Automatic Timing

Semi-Automatic and Manual Timing

Primary System Malfunction

Miscellaneous

Exhibition Swims

Swimming Up

Closed Meets

Awards

Injury

Meet Manager – During Meet

- Set Up Timing System
  - Connect all Equipment
  - Test all Equipment
- Run Screen
  - Timing System Input
  - Get Times
  - Score
- Results
- Awards
  - Labels

Postponement or Cancellation (102.7.4)

If, prior to its commencement, unusual or severe weather or other conditions preclude the possibility of safely and effectively conducting a meet or an event, the meet committee may cancel or postpone it.

Should a meet or event have actually commenced, and in the judgment of the Referee cannot safely and effectively continue, the Referee, in his/her sole discretion, may suspend the meet or event until conditions warrant continuance. If circumstances do not warrant continuance, the Referee may cancel the meet or event, or postpone it to a future date or time, with the approval of the meet committee.

A decision to cancel or postpone shall be final

Should an event have actually commenced but is terminated prior to an official finish, and is postponed to another time or date, it shall then be conducted between the swimmers who were officially competing in the event at the time of the termination.

Incomplete events will not be awarded or scored; however, times achieved in accordance with 102.24 up to the point of cancellation shall be considered official.

Conclusion of Meet

Niagara Policy

Meet Manager Post Meet

- Can provide reports to make your event wrap up easier
- Export Result & Back Up Files

Q & A

Topics to Review

General Discussion

What meets mean to you?

What meets mean to your club?

What meets mean to your athletes?