MEET DIRECTOR WORKSHOP

TWO SIDES TO THE ROLE

MEET DIRECTOR: DRY SIDE

- Use the Meet Director Guide for pre-meet planning and checklist

SECURE KEY PERSONNEL:

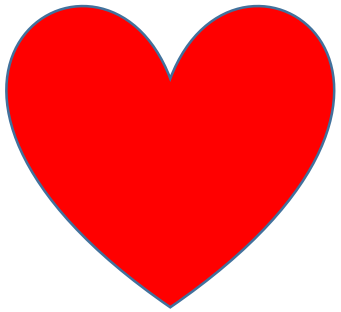
- MEET REF (required)
- ADMIN OFFICIAL (required)
- SAFETY MONITOR (optional)
- ENTRY CHAIR (optional)
- COMPUTER AND TIMING SYSTEM OPERATORS
- HEAD TIMER - 2?
- RUNNERS - 2?
- MARSHALS - 4?
- TIMERS
- CONCESSIONS/HOSPITALITY

MEET DIRECTOR: WET SIDE

- Decide what events to offer
- Create the Meet Announcement
- Send in sanction requests and Meet Information
- Set up Hy-Tek file
- Act as Entry Chair (not always)
- Oversee the control/timing table
- Work with Admin Official
- KNOW THE RULES
- Process results
- Post meet reporting

THREE AREAS OF CONSIDERATION

- SWIMMERS
  - Events offered
    - Timeline
- COACHES
  - Communication
    - Warm ups
  - Events offered
    - Timeline
- PARENTS/SPECTATORS
  - Communication
    - Timeline
    - Program



OFFICIALS

COMMUNICATE WITH YOUR MEET REFEREE

- Include in pre-meet meetings

- Consider sharing the Meet Announcement for feedback before sending to the Office for sanctioning

- They can be a huge help getting your timeline under control

TERMS

Session -
any portion of a meet distinctly separated from other portions by locale, time, or type of competition, Examples: 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.

Age Group Meet –

All athlete members of USA Swimming 18 years old and younger grouped by ages.

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.

Seed –

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

Before the Meet

Meet Director

After the Meet

Name the meet
according to USA Swimming requirements

Request a sanction
Link on NI Swimming Website

Prepare Meet Info. Send to Sanction Coordinator

NI Swimming posts meet to calendar page

Clubs return entries

Reconcile entries to cut protocol/ time restraints. Run entries thru NI Recon

Send problems to Eric by ASAP before meet!!!

Eric sends list of unregistered swimmers
Follow his instructions

Communicate to teams last minute scheduling items

VERIFY Meet Timeline with meet official; send ok'd timeline to NI webmaster and teams

Last minute - Communicate with Eric re any issues.
Follow his instructions

File any reports ASAP to Admin Vice Chair

Send meet backup to Eric Stimson within 24 hrs of the meet conclusion

Adjust times as errors are reported. And inform Eric

Send financial report and pay surcharges within 30 days of the meet conclusion

Keep paperwork for 1 year. Success we hope!

v.2014-01.1

Responsibilities During The Meet

1. The Meet Director must be free to manage the meet, and should not assign themselves to any specific task such as officiating, marshaling, computer, etc.

2. If you have done a thorough job with your pre-meet responsibilities, your job will be largely limited to going from one work area to another making sure that everything is running smoothly.

3. At all times during the meet keep communication with the Meet Referee, Clerk of Course and Admin Official.

COACHES MEETING – Some guidelines

Introductions

- Thanks to host club Safety Officer, first-aid kit location, ice, emergency telephone, facility entrances, who administers first-aid
- Weather rules and shelter areas – What is your evacuation plan including where swimmers will go during a cold weather meet.
- Water stations and any other points about the deck (e.g. spectators on or near deck)
- Coaches programs
- Notes on timeline – fly-over starts, heat intervals, between session breaks, estimated session start and end time, any combined events (with 100% agreement of coaches present)
- Warm-up information for subsequent sessions
- Referee/starter protocol
  - No recall false start procedure
  - Delay of meet or missed heat:
- Heat is closed when referee's hand is extended to the starter; missed swims MAY be investigated and subject to referee's discretion - swimmer MAY be inserted _____
- Different referees, different circumstances. (Meet Director should know the referees position)

- Deck Entries (if permitted in the meet information or unless there is a host club error)
- Delivery of DQ's: if coach leaves before session concludes
- Use of cool down area
- Distance events positive check-in location and procedure -
  Timers and counters for these events
- Split Time Verification requests – how to
- Results posted at: _____
- Awards procedure and end of meet results procedure
- Time trials procedure: sign-up, when, eligibility. Closes at the start of event: _____ Amount: $5.00
- Overnight information for equipment and gear on the deck
- Hospitality information
- Questions: for competition see Deck Referee, all other questions see Meet/Admin Referee
- Feedback from coaches about meet or to host club?
- Any other questions?
- Next coach's meeting scheduled during meet?
- Adjourn

Basic Facts

- As Meet Director YOU CAN'T LEAVE
- Know what jobs you must assign to parent volunteers. This lets you know how many parents needed to run meets.
- Food: Coaches are there for up to 13 hours – that's 3 meals.
- Do you need 2 computers for the admin official – that's the network option in Hy-tek. You'll need to purchase/add thru them.
- Know that 4 hour rule, what it means, how to work with it. It's the planned timeline before the meet begins.
- DQ Slips/Relay Slips – your responsibility.

Basic Facts, cont.

- The financial report. It's in your best interests to file it accurately and on time. NI Swimming uses that info to determine future meet entry fees.
- Take notes after the meet – what worked, what didn't
- Order of events should be set before meet. Know what works for you now. What worked last time.
- Feedback to NI Swimming always interesting.
- Include in your meet announcement that all entries will be acknowledged. Just so you cover yourself.
- "Incident" protocol. Pool operator/staff location?
- Vomit protocol?

OTHER

- The meet announcement is your bible so prepare it with accuracy. Be sure to include all the required information using the current NI Meet Sanction Checklist and the format that you plan to follow. You must follow any procedures or policies stated therein unless they are overturned by the Meet Jury or the Meet Ref under the advice of the Meet Jury.
- Any changes to the session format, venues, or other changes before the meet must be approved by the Admin Vice Chair and publicized to all the attendees.

- Please send an email within 48 hours to a club when their entries have been received and accepted or rejected for your meet. This is a courtesy and is especially important when clubs are trying to plan their meet schedule.
- Any swimmer can ask to have their affiliation changed to UN-attached at a meet – even when they may have initially entered or been entered in the meet with a club affiliation. A swimmer designated as UN **cannot, UNDER ANY CIRCUMSTANCES** participate on a relay, or be included in any team scoring.

- 4 Hour Rule: In the strict interpretation of the rule, the timeline you generate before the meet is your planned session start/end time. *Be very careful hoping for scratches to cut you back*.
- Use 15 secs between races as a guide. Use 20 secs if you DO NOT use flyover starts. Allow time for timers to re-position if necessary.
- Only events listed in the Meet Announcement can be conducted. Time Trials may be conducted if included in the Meet Announcement.

- Swimmers must swim in events designated for their age
- A swimmer that asks to have their time recorded at an ‘intermediate’ distance in a longer event, must complete the entire event without being disqualified.
- Meet Reconciliation – It is your duty as Meet Director to assure all swimmers in the meet are USA-S registered. You MUST run a “RECON” prior to the meet beginning and correct any errors that are found. Failure to show proof that said report was run will result in a fine of $100 issued by the Sanction Coordinator.

SAFE SPORT PRE-MEET RISK ASSESSMENT

- How many entrances/exits to the deck. Monitored?
- Other events? Sharing locker rooms?
- Age range – 15&O with 10&U? Designated area for the younger swimmers?
- Who is the designated person to receive information regarding any suspicious behavior?
- Deck changes ARE NOT PERMITTED.
- Use Meet Announcement to spell these things out.

The 4 hour rule

Your projected timeline prior to the start of the meet showed a 12 & Under session start time of 8:00am and a planned end time of 11:30am. You were not able to start at that time due to starting equipment malfunction. You actually started at 8:30am and were finished 3 hours and 45 minutes later at 12:15. Were you in violation of the 4 hour rule?

YES OR NO

The 4 hour rule

Your projected timeline prior to the start of the meet showed a 12 & Under session start time of 8:00am and a planned end time of 12:30pm. You were able to start on time. You finished your session earlier than anticipated…at 12:15!! Were you in violation of the 4 hour rule?

NO

The 4 hour rule

Your projected timeline prior to the start of the meet showed a 12 & Under session start time of 8:00am and a planned end time of 11:45am. You were able to start at that time due to circumstances beyond your control. You actually finished later than anticipated at 12:15. Were you in violation of the 4 hour rule?

YES OR NO

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or

Registration – There are 4 ways a swimmer can prove he or she is registered for the current year:

Deck Pass – A printed copy of their Deck Pass from usaswimming.org/deck-pass
Deck Pass App – This is an app for a smart phone and is acceptable for proof of membership. A swimmer can pull up current information from SWIMS specific to themselves.
Club roster – From a club portal (every club has one), a coach or administrator can produce a water-marked roster showing swimmers who are currently registered to their club. Unattached swimmers transferring under the 120-day rule will appear on a club roster with the attach date.
Current membership card – All swimmers receive membership cards directly from USA Swimming and are proof that a swimmer is registered. (No club affiliation is listed on the card).

· Remember everyone is a volunteer. Treat your workers with courtesy and respect.

· DO NOT attempt to answer questions or make decisions that fall under the rulings of the Meet Referee. This is not your job.

· Always know two things about your facility. Where the first aid equipment is kept and how to access it.

· Meet with the person in charge of the janitorial staff. Give them a timeline of when you need to open and close the facility. Make sure they are aware of all areas you will be using. Get a name of who will be on duty for you each day. Find out where you can locate them during the meet operation.

- Be prepared to pick up garbage and clean the deck after each day of competition. A good suggestion is to have on hand disposable rubber gloves (the kind used in the medical field work great) to use to pick up garbage.

- Try to have workers continually check on bathrooms to make sure they have been kept supplied and cleaned by janitorial staff of the facility you are using.

- Always have a location for lost and found. If possible print it in your heat sheets. (you can add and staple a cover page with ads, café menus, messages etc.)

- Stay in contact with all committee chairmen. If a chairman will not be commanding their appointed committee for anytime during the meet, ask them to tell you who will be in charge. Make sure you check with them to see if things are going okay, or if they have any questions. A switch of command in committees can cause chaos if there is lack of communication of changes.

- Always check to make sure people in charge are, or will be, informed of any changes in the meet operations that would directly affect them and their job.

- Remember, teams attending your meet are your guests. Treat coaches, swimmers, parents and other spectators with respect and courtesy.

· Have your heat sheets available on deck for your officials.

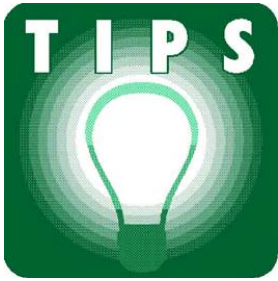
· Have on deck a printed copy of your meet announcement, USA Swimming Rules and Regulations current edition, and NI Rules and Regulations current edition.

· Remind your entry person to bring all original entries received from each team to the meet for reference when questions arise about entries.

· Ask for a post report from all committee chairmen with their helpful suggestions or ideas on how to improve their areas for next year.

· If time allows, several days after the meet write thank you notes to your committee chairmen and their workers, or post a general thank you note where everyone can see it

· After all is said and done …… Congratulate yourself! You've done a great job.



LATE ARRIVING ITEMS

Question: What is an "exhibition swim"?

Answer: Although both High School and NCAA rules do recognize exhibition swims in their rules, they are unique to those two organizations. In USA Swimming, allowing kids to swim events that are not listed in the meet invitation or allowing kids to swim events for which they are ineligible (not in compliance with age group, gender, or entry requirements) is strongly discouraged. Any times achieved in such situations are not eligible for entry into SWIMS. For administrative purposes, however, it may be necessary to mark certain swims as "exhibition" in the meet database so that they do not place or score. Such swims, if done within the parameters listed in the meet invitation and in accordance with USA Swimming rules, are not truly exhibition swims and the times are eligible for inclusion in SWIMS.

The above applies to all USA Swimming sanctioned or approved competitions, but may be modified for swimmers with a disability under the provisions of Article 105.1.1.

Question: My swimmer is 10 years old and would like to achieve a time in the 200 yard butterfly event, but the event is never offered for swimmers 10 years old. Can I enter him/her with the 11-12 age group which does offer the event?

Answer: No, a swimmer may not participate in an age group which does not correspond to his/her age. Article 205.2.4 states, "A swimmer must compete in the age group events according to the swimmer's age..." In addition, any time achieved while swimming in an age group that does not correspond to the swimmer's age would not be a valid time and would not be eligible for entry into our SWIMS database.

Thank
You