

MEET DIRECTORS' INFORMATION PACKET 2007-2008

This guide has been developed as a step-by-step tool to help PNS Meet Directors facilitate a complete, fast, and efficient meet. Meet director needs to be very familiar with Pacific Northwest Swimming Policy and Procedures AD 97-02, 97-03, 97-06, 97-07 and 97-08.

Responsibilities of the Meet Director

- To organize the detailed development of a swim meet
- Control the mechanics of running the meet
- Have the necessary personnel and equipment available during the meet
- Complete all necessary reports

TIMELINE: FALL - SPRING OF SEASON BEFORE YOUR MEET:

Deciding to host a meet

There are several factors in deciding to host a meet.

Adequate Pool

- Minimum of 6 lanes wide, 25 yards long
- Minimum pool depth of 4' deep in starting end
- Starting blocks no more than 2' 6" above surface of water
- Deck space for officials (6' each side)
- Deck space for swimmers and coaches
- Spectator space
- Make sure facility is appropriate for the number of swimmers expected

Type of meet

- Challenge series
- Age Group Invite
- Grand Pentathlon
- Q Meet
- PNS Championship
- Special meet--Some special meets are subject to PNS event and time standard parameters as outlined on the bid form. These parameters may not be changed without permission from Tech Planning or a majority vote at HOD.
- Distance freestyle
- Tri/Dual/Intra-squad

Length of Meet – i.e. impact of 4-hour rule

- One or more sessions per day?
- One or more days?

Meet level

- No Time Standard
- Gold/Silver/Bronze Standards
- Champ Standards
- Special Time Standards

Format of meet

- Timed Finals--Each swimmer only swims the event once, and awards are based on time achieved. Swimmers of different ages and gender may be seeded and swim together but awarded separately.
- Prelims/Finals--Each swimmer swims the event once during the preliminary heats. The fastest swimmers advance to final heats for a second swim to determine

the winner. The number of swimmers advancing to finals depends on the number of lanes in the pool and the number of final heats. Semi-finals may be swim between prelims and finals as an intermediary advancement step.

- Finals may have A, B or C finals.

Order of Events

- Challenge, Age Group Invite, Grand Pentathlon, Q, and PNS Champs have orders of events set by PNS. The meet host must follow that order of events. Extra events may not be added.
- The order of events for a special meet is proposed by the host team during the meet bid process. Once the meet bid has been accepted, the order of events may be changed after permission is received from PNS Program Operations Vice Chair.

Meet Dates

- PNS Technical Planning establishes the annual calendar, indicating which types of meets may be held on any given weekend. A request to host a meet on a "closed" weekend must be approved by Technical Planning.
- Make sure the pool is available for holding the meet when planning to bid for a meet or meets.

Meet Bids

- A meet bid package is made available in March for bidding of meets for the following year. The package includes the due date and when the bid meeting is held. Prospective team hosts must be in attendance at the bid meeting to be awarded meet.
- Dual/Tri Meets/Intra-squad meets must be planned so that the sanction or approval will occur before a minimum of 30 days in advance of the meet.
- Tri/Dual/Intra-squad meets must be planned so that the sanction or approval will be granted at least 30 days prior to the meet. Generally, these meets may only be held on special meet weekends, or as stipulated in PNS Rules and Procedures 97-03 unless otherwise approved by PNS Technical Planning.

Arranging the Pool Rent Contract

Reserve Pool

- Check with pool manager for available dates to host a meet. Check the meet bid package for dates in which meets can be held
- Establish pool rental charge
- Check any staff and other surcharges that may be added, i.e. cleaning, lifeguards, etc.
- Rental rates of any other rooms in the facility that you may require
- Check to see if facility taxes any sales of products on site
- Find out if there are any special concessions on rental cost, or free facility time for regular facility users
- Find out capacity of seating area according to Fire Codes.

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Confirm Reservation (before receiving your sanction, confirm in writing with the pool manager)

- Pool Costs
- Dates and hours of rental
- Staffing Costs
- Extra room rentals plus costs
- Tax on sold goods
- Sign a contract

Liability

- Determine your club's responsibilities with respect to damage charges for the facility during your rental.
- Facility may require proof of insurance or ask to be named as an additional insured. This made be obtained through USA Swimming insurance carrier.
- First aid procedures
- Emergency Action Plan - for power outage, earthquake, electrical storm, etc.
- If an athlete, coach, official, volunteer or spectator is injured during a meet an accident report must be filled out by the facility staff and a USA Swimming Report of Occurrence must be filled out by either the meet director or the meet referee.

TIMELINE: MARCH IN SEASON BEFORE YOUR MEET – COMPLETING MEET BIDS: PNS MEET BID PROCESS

The PNS bid process is clearly defined by PNS AD 07-03. All necessary forms will be made available to PNS-member clubs during the spring meet bid period. As you develop your meet information and order of events, remember that the meet must be run in accordance with your bid form, the Meet Information Sheet, and all relevant PNS ADs and USA Swimming rules and regulations. Be sure to keep an extra copy of all bid forms in your team's files and to give a copy to the Meet Referee.

TIMELINE: July of Season Before Your Meet-To 9 Weeks Before the Meet Entry Due Date: (most non-dual or intra-squad meets)

Applying for a Meet Sanction

- All meets must be sanctioned or approved by Pacific Northwest Swimming (PNS). This ensures adherence to rules, regulations, and policies, as well as the inclusion of meet results in USA Swimming SWIMS database.
- The sanction number must appear on all official meet information BEFORE it is mailed out or posted. **You may not circulate meet information before receiving a sanction.**

A part of the sanctioning process is to review the meet information submitted by the host club. PNS has specific guidelines for some Special meets. It is important for the Meet Director to become aware of these guidelines. Please refer to PNS Administrative Policy 97-06 for what is to be included in your meet information sheet. The meet information sheet will include the following information, depending on the meet.

- Steps to obtain a meet sanction
- Complete/update the Meet Information Sheet provided to you. It will be emailed to the Meet Director listed on your bid form prior to the sanction deadline. Email the revised form in Word for Windows (If using Office 2007, save as a "doc" not as a "docx" file.) format to vicikl@bellevueclub.com (lower case "L", not the digit "1") with your Meet Referee's approval. To avoid confusion with spam, put the meet name in the subject line
- The Sanction Committee's review will include your bid form and relevant PNS ADs so please review them as you prepare your Meet Information Sheet. After their review, a sanction number will be assigned. A PDF format of the form will be sent to the Meet Director and posted on the PNS website. Host teams are encouraged to email the meet events (Use MM's "Export/Meet Events" function with time standards to create the .HYV file) to office@pns.org for posting on the PNS website.
- Changes may not be made in the Meet Information once it has been sanctioned. Be sure all contact information, including email addresses, is current! Should any change, contact the PNS Sanction Chair as soon as possible.
- The PNS Office will send additional information to the Meet Director with the completed sanction. Be sure to review it as soon as you receive it.

Preparing Your Meet Information Sheet: USA Swimming's Rules and Regulations and PNS AD 07-06 list specific requirements for your Meet Information sheet.

Name of Meet

Sanction Number--assigned by PNS Sanction Chair

Dates and Times

- Meeting times--coaches, officials, other (timers)
- Warm-up times for each session
- Competition start times for each session--state if timed finals or prelims/finals
- Positive check-in deadlines, if applicable

Meet Director--name, email address, and telephone number.

The Meet Director must be a member of USA Swimming, Inc.

Meet Referee--name, email address, and telephone number.

The Meet Referee must be a currently-certified USA Swimming referee in good standing with PNS. Address any concerns to the PNS Officials' Chair.

Location--name and address of facility and current driving directions from a major freeway

Description of Facility

- Indoor or outdoor?
- Length of pool
- Number of lanes and water depth at each end
- Warm-up facility, if available
- Number and location of spectator seats
- Type of timing system and scoreboard

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Onsite Amenities

- Vendors
- Heat sheets--results of PNS sanctioned meets will be available at no charge on the PNS web site
- Concessions
- Hospitality
- Parking
- Other

Eligibility

- All swimmers must be registered athlete members of USA Swimming, Inc. See USA Swimming's "open border" policy for information about inviting Canadian teams/swimmers. Invitations for swimmers not covered by the open door policy can only come from USA Swimming; contact the PNS Administrator for more information.
- Some meets are limited to PNS athletes or have limitations on the percentage of splashes by non-PNS athletes. The bid form will include that information.
- PNS assigns teams to each Challenge series, Age Group Invites, and Grand Pentathlon meet. An unattached swimmer may only enter if affiliated (i.e., in the process of transferring to or from) with an assigned team. Any other unattached swimmer must contact PNS Program Operations for assignment to a Challenge series, Age Group Invite, or Grand Pentathlon meet. If you have any questions, contact the PNS Administrator (to see if an unattached swimmer is affiliated with an assigned team) or PNS Program Operations (if the unattached swimmer is not affiliated with an assigned team) prior to accepting that swimmer's entry into your meet.
- State if the meet has qualifying and/or dequalifying times and which course(s)--SCY, LCM, SCM. Qualifying times must have been achieved in USA Swimming sanctioned, approved, or observed competition. Times conforming with PNS AD 02-01 may be used for only for PNS sanctioned meets not governed by another entity (i.e., NW Section or Western Zone).
- State the qualifying and/or dequalifying time period, if applicable.
- If a time-standard meet, will bonus swims be allowed? May bonus swims be entered as NT?
- PNS does not allow the use of converted times. If the meet's time standards include more than one course, give order in which they will be seeded--i.e., YLS if a short course yards meet with both long course and short course meters standards.
- In an age group meet, the athlete's age is based on his/her age as of the first day of the meet, even if the athlete does not participate on that day.

Entries

- Individual events: USA Swimming limits swimmers to five (5) individual events per day at a timed finals meet and three (3) individual events per day at a prelims/finals meet. With the exception of Challenge series, Age Group Invite, and Grand Pentathlon meets, the host team may limit each swimmer to fewer individual events in order to accommodate more swimmers while complying with the four-hour rule.

- Relay events: State the number of relays each swimmer may swim on a daily or session basis.
- Deck entries: State whether or not deck entries will be accepted. Generally, deck entries are not allowed at a proof-of-time meet. Otherwise, deck entries may be accepted to fill previously-opened lanes at the Meet Referee's discretion; stand-by swims need not be accommodated. The meet entry surcharge is doubled for deck-entered swimmers not previously entered in the meet, and all fees must be paid at the time of the deck entry. In addition, a parent or coach (The swimmer may sign if 18 or older.) must complete and sign a Deck-Entry Registration form attesting that the swimmer is a currently-registered athlete member of USA Swimming, Inc. Deck entries are always exhibition, not eligible for awards or team points, with the exception of Challenge series relays.
- If relay-only swimmers are allowed, they must be entered as part of their team's entry, are subject to the meet surcharge, and so must be included in the Master Entry Summary calculations and attestation.
- On-deck USA Swimming registration is never allowed.

Meet Entry Fees--All fees are set by PNS.

- No refunds will be given for events entered but not swum.

Scoring and Awards

- How will the meet be scored?
- What awards will be given. USA Swimming limits individual awards to \$25.00 in value. PNS will order awards for Challenge series, Age Group Invite, Grand Challenge, and PNS Championship meets.

Meet Rules

- PNS and USA Swimming rules apply to all sanctioned and approved meets.
- Positive check-in requirements and deadlines?--no-show penalty?
- Scratch procedures?--no-show penalty?
- How will deck-seeded events be swum--combined men and women or event number order? fastest to slowest?

Warm-up Procedures--See PNS AD 97-07.

Safety Procedures--In addition to the guidelines provided in PNS AD 97-07, include any venue-specific requirements.

Other Notes--In addition to PNS and USA Swimming's requirements and disclaimers, add any relevant information.

- In granting this sanction it is understood and agreed that PNS and USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.
- Only authorized volunteers and working personnel can be on deck. All others must remain in the designated spectator area and are not allowed in the designated racing venue unless timing for an event or volunteering with the management of the meet.
- In order to be on deck and serve in their official capacity, all coaches, officials, meet directors, marshals and any other person required by sanction to be members of USA Swimming shall visibly display their membership credentials at all times.
- All persons acting in any coaching capacity must be coach members of USA Swimming.

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- Alcoholic beverages, tobacco products of any kind, and glass containers are not allowed in the swimming venue.
- Any act of theft, vandalism or similar action will result in immediate disqualification from the meet and the loss of any points accumulated toward team standings by the individual.
- Team Areas: Please keep your area clean, and pick up all trash before leaving each session.

Submitting of Entries:

- While you may not mandate the use of Hy-Tek's Team Manager software, it is encouraged. Teams that don't have it may obtain Hy-Tek Lite at no charge.
- The full name, gender, age as of the first day of the meet, and USA Swimming id number must be provided for each individual athlete, including relay-only swimmers.
- The event number, description, and entry time for each event must be provided. If a proof-of-time meet, the name and date of the meet at which the qualifying time was obtained must be provided. If bonus events are allowed, they should be so identified.
- No entry will be considered complete until the Master Entry Summary and fee payment check have been received by the host team.
- The entry deadline can be no earlier than the Wednesday the week before competition.
- Provide both an email and regular mail address for meet entries. Include the contact person's name and phone number for entry inquiries.

Order of Events

- PNS will provide the order of events for Challenge series, Age Group Invite, Grand Pentathlon, Q Meet, and PNS Champs. The order of events for all other meets must be that provided with your bid form. Events may be added with permission of PNS Program Operations but none may be deleted.
- If advance indications of interest in your meet lead you to believe that entries will put 12&U sessions over the four-hour limit, contact PNS Program Operations.

Master Entry Summary--Be sure to include your team's name for entry fee payments.

TIMELINE: 2 – 3 Months Out

Developing a Meet Budget

Meets must be viewed as a critical component of athlete development first and foremost. Meets may generate revenue for your club but that is of secondary importance and should not be viewed as the primary reason for hosting a meet. A meet must satisfy the swimmers' needs first and the clubs' needs second. Remember, if it's not in the swimmers best interest, don't even think about it.

Revenue Sources

- Meet Entry fees
- Concessions
- Sponsorships - Local Business/Club Members
- Heat Sheets and Results
- Vendors
- Other

Expenditures

- Pool rental
- Staff charges
- Watch rental (or initial purchase)
- Awards
- Electronic system rental
- P.A. system rental
- Computer rental
- Computer paper
- Office supplies for heat sheets and results
- PNS tap
- Other

TIMELINE: 1 – 2 Months Out

Arranging a committee of Key Helpers

- In selecting personnel, choose people who will get a job. Each key person can select the people needed to fill their respective committee. The Meet Director should outline the responsibilities, and a complete list of items to be looked after by each person. An example would be:

Administration

- Hospitality
 - Concessions
 - Food
 - Novelty
 - Raffles

Meet Director

- Budget
- Officials Chairman
- Deck Officials
- Pool Equipment
- Deck Equipment
- Officials' Equipment
- Awards
- Announcer

Meet Secretary

- Process Meet Entries
- Production of Heat Sheets
- Printing of Heat Sheets
- Print and mail meet information to those who request
- Recording Staff

Award selection and ordering – (special meet awards can take 3+ months)

- The host club is responsible for awards. In addition to "place" awards, awards may be given for swims faster than the seed time ("personal best" ribbon), to heat winners, or to teams and/or individuals based on a high-point system. Be creative! The only stipulation is that USA Swimming limits the value of individual awards to \$25.00 each.
- PNS will arrange awards for Challenge series, Age Group Invite, Grand Pentathlon, and PNS Championships meets through Hasty Awards. Host clubs should coordinate receipt of these awards with the PNS Office.
- For all other meets, the host club should order awards as soon as possible. While many suppliers will try to process orders in

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a month's time, special awards can take longer. Make sure your event count is correct--allow for potential ties and allow four awards for each relay.

- Distance freestyle meets do not require awards.

Organizing Officials

- All sanctioned and approved meets must have a referee certified by a USA Swimming LSC. A list of referees, starters, and stroke and turn judges can be found in the officials' page on the PNS website... <http://pns.org>
- The host club is responsible for obtaining a meet referee and officials. The referee may opt to help with the acquisition of meet officials but the primary responsibility rests with the host club. As many meet officials as possible should come from the host club.
- Please refer to USA Swimming technical rules 102.12 Officials for minimum requirements for meets. If insufficient officials are present to certify that the swims are in accordance with USA Swimming technical rules the meet may be in jeopardy of not complying with the sanction and the swims may not be valid.

Pool Equipment Checklist

Pool Equipment

- Lane markers
- Backstroke flags
- False start rope
- 15 meter markers
- Starting blocks (numbered 1-8 from right to left when facing the course from the back of the blocks towards the turn end.)
- P.A. system
- Electronic timing system - console, pads, buttons, fully charged

Deck Equipment

- Starter podium (optional)
- White board/chalk for staging area (Event#, Heat#)
- Large table for awards
- Large table for clerk of course
- Pens, pens, paperclips, rubber bands, ruler, calculator, masking tape, relay cards,
- Deck entry forms, scratch forms, relay cards, deck entry forms, receipt forms (for relays)
- 18/24 chairs or benches if staging swimmers (3 heats)
- 18/24 chairs for officials and timers (3 per lane)
- Large table for electronic scoreboard (if needed)
- Large table for computer operator (if needed)
- Computer; interface to timing console
- Printer (for deck seeded events, results, award labels)
- Photocopier (for larger meets)
- Paper; labels 2 or 3 extension cords

Officials Equipment

- Watches - 3 per lane plus 20 per cent
- Electronic starting equipment; guns and blanks for backup; speaker adequacy for starter commands; strobe properly located
- 10-12 clipboards head timer, lane timers, etc.

- Head sets for communication (if required) and supply batteries.
- Lap counters
- Pace clocks
- Pencils and paper clips
- Forms for deck entries, scratches, corrections for clerk of course, relay cards, DQ slips, relay take off slips, distance race count sheets, DQ summary sheet, official sign in sheet, occurrence report sheets, OVC forms, NRT forms, for meets at KCAC National Record forms
- Heat sheets: One (1) per registered coaches; session sheets for the officials based upon the anticipated number of officials
- Additional extension cords, tables, and chairs may be needed if you are setting up concession and/or hospitality areas.

TIMELINE: 1 Month Out

Clear pool plans with the pool manager

- Establish with the pool manager:
 - Who sets up the pool
 - When the pool can be set up prior to the meet.
 - When the recording room or area is available
 - Concession area layouts
 - Regulations regarding food for hospitality
 - Can it be served on the deck?
 - Deck clean up following the meet
 - Take note and make signs for any special pool rules that the management wishes to be enforced.

TIMELINE: 10 Days Out

Meet Entry Deadline

- The Wednesday that is approximately ten days before the start of your meet is the prescribed meet entry deadline. You may receive entries prior to this deadline, and you have the right to reject entries received after this deadline.
- While you are encouraged to accept email entries, no entry is complete without a Master Entry Summary and payment. If your meet risks hitting a four-hour or other splash limit, time-stamp complete entries are received so that you will know which entries arrived after your meet filled.
- Each individual swimmer must have a USA Swimming registration number. There is no "applied-for" status.
- Be sure to allow room for your own team's entries as they do count toward the four-hour or other splash limit.

Entry Guidelines: Challenge series, Age Group Invite, Grand Pentathlon, and PNS Champs

- Host teams of Challenge series, Age Group Invite, Grand Pentathlon, and PNS Champs meets must accept all complete team entries received by the deadline. If the resulting entries cause any 12&U session to run over four hours, review the proposed timeline with your Meet Referee immediately for possible adjustments such as the intervals between heats
- Only swimmers from teams assigned to your division may enter your Challenge, Age Group Invite, or Grand Pentathlon. Entries from unattached swimmers associated with (i.e.,

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joining subject to the 120-day rule) assigned teams may be processed. No other unattached entries may be processed without prior approval from PNS Program Operations. If you are not sure of an athlete's status, contact the PNS Administrator upon receipt of the entry

Entry Guidelines: Meets other than Challenge series, Age Group Invite, Grand Pentathlon, PNS Champs

- All other meets will be considered "full" once the four-hour limit is reached for any 12&U session or the splash limit is reached for any 13&O or senior session. Again, if the resulting entries cause any 12&U session to run over four hours, review the proposed timeline with your Meet Referee immediately for possible adjustments such as the intervals between heats. Staging of younger swimmers and fly-over starts may allow you to reduce the intervals between heats.
- Once the meet is "full," it is closed to additional entries, even those from teams already in the meet. Return any oversubscriptions to the sending team; first telephoning and/or emailing the contact person listed on the Master Entry Summary form first as a courtesy.

Entry Guidelines: Time standards/Proof of time meets

- If the meet has qualifying times that require proof of time, a times-check must be run against USA Swimming's SWIMS and PNS's (if applicable) databases. Once you have processed all entries, including your own team's, email the MM backup to PNS Lyle Campbell. If you need to take any action, instructions will be provided along with a copy of the resulting exceptions report.
- Preliminary--i.e., as entries are processed--times checks may be requested for PNS Champs.

Entry Guidelines: All meets

- As you process each team's entries, do an accounting to make sure the number of individual athletes, individual events, and relay events corresponds to the Master Entry Summary form data.
- If time allows, email the entries as processed (Report/Entry List/Athletes + Relays) back to each visiting team for review. If entry into the meet remains contingent upon your receipt of the Master Entry Summary and/or payment, say so!
- Once you have processed all entries, including your own' teams, email the MM backup to the PNS Office. A registration verification checklist will be generated which will show irregularities in the name, date of birth, registration number, or registration status of any entered athlete. More information is included in PNS AD-08. If you need to take any action, the PNS Administrator will let you know.

Seeding the Meet

- Back up your MM file apart from the main meet computer.
- Run a psych sheet to see if there are any irregularities in submitted times such as a sub-minute 200 yard event. Ask your Meet Referee to help you with this review. If you have time, contact the visiting team for a correction.
- After all data has been verified, MM will seed the meet automatically for you. Deck-seeded events should be set up as "manual seed."

- Ask your Meet Referee and Clerk of Course to review the heat sheet prior to printing.

Creating Heat Sheets

The heat sheet should include:

- Cover
- Estimated timeline for each session
- Meet program for pre-seeded events and psych sheet for deck-seeded events--include records and time standards where available/appropriate
- Meet evaluation form
- Ads and thank-yous
- **Printing heat sheets**
A good bench mark for heat sheet sales is 2/3 of the number of swimmers. It will be lower for senior meets. Heat sheets for sale should be complete--entire meet or all prelims sessions if prelims/finals
- Coaches' packets--one heat sheet per day of meet for each credentialed coach. You may ask teams for the number of coaches or ask your team's coach for guidelines based on team entry size.
- Officials--separate heat sheet each session, no colored covers. Ask the Meet Referee which format (2- or 3-column) and how many copies will be needed per session.
- Meet operations--timing equipment operator(s), computer operator(s), announcer, head timer, lane timers (even if separate timing sheets used), stagers, awards, posting (at least two copies--entry or lobby area and pool area), media, etc.

Day of the Meet

- Ensure recording/computer area is set up as directed
- Check out the concessions area; make sure adequate merchandise has been supplied
- DO NOT overload the electrical outlets
- Check that the pool deck is set up correctly
 - Pool blocks are numbered right to left facing the course starting with one
 - The starter area should be such for equipment to allow the starter to stand within 10 feet of the starting end of the pool
 - Backstroke flags
 - 15 meter markers at both ends of racing course
 - False start rope - (optional) reference USA Swimming Rule 103.15 for placement
 - PA system - check that it is working.
 - Check the starting equipment and electronic timing are in good working order and that backup equipment is available and in good working order

Have the heat sheets available and sell outside the pool area to the general public

- Assemble and assign listed volunteers to their respective jobs
- Designate an area for officials to meet
- Equip the head timer with watches to hand out to timers; a form marked and listing the lane numbers, the timers name and watch number; clipboards with heat sheet and pencils attached; extra batteries for

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- watches; sheets for distance events
- Officials will need DQ slips and heat sheets, relay take off forms and distance counting forms.
- Clerk of Course needs clipboard, heat sheet, pencils, check-in sheets for deck seeded events, box for entry fees for deck entries, scratch forms, deck entry forms, red pen, black/blue pen, rubber bands, paper clips, and calculator, receipt forms for deck entered relays
- Announcer needs heat sheet, pencil, and microphone

The meet director and the meet referee should meet to review any problems that might arise and to review lines of communication between the two of them for the meet:

- Location of recording/computer area, staging area
- Length of warm-up, starting times, breaks during the session (if any)
- Deck seeding and deck entries if allowed
- Referee should clear the pool by blowing a whistle at the designated time. The announcer should also assist by calling for the pool to be cleared.
- The Meet Director and Referee should work together to make sure that the meet starts on time

Organize the computer operators and recorders

- Make sure computer is operational and has continual power supply.
- If there is an interface with the electronic timing system, download the events into the timing system.
- Make sure that both pieces of equipment are "talking" to each other.
- •Computer operation is very tiring work, as accuracy is very important. Make sure operator has a good working knowledge of Hy-tek Meet Manager program or similar meet software
- Have a runner to post meet results for public viewing. Results should also be given to announcer and awards table
- Depending upon the size of the meet an administrative referee may be advisable
- Depending upon the experience of the recording staff the meet referee should be given the option of reviewing the meet results prior to posting.
- For Grand Pentathlon Meets: un-check the "Use result time for DQ'd swims if using total time for rankings" box.
- Print intermediate standings score reports at Grand

Pentathlons by going to Scores: combined events: and un-check the **Include NT's, NS's, and DQ's in rankings" box.**

- When in doubt of times or results, consult with the referee
- The recording area should be out of bounds during a swim meet to any one without specific permission from the Meet Director, recorder or referee.
- ALL questions and concerns regarding the operation of the wet side of the meet should be directed to the meet referee; the meet referee may defer questions to the meet director

Immediately following the conclusion of meet

- After the meet has been completed, a backup of the meet is to be e-mailed to PNS Office within 24 hours. Meet results will then be posted to the PNS website along with COMMLINK files and meet backup. The results will also be added to the PNS database of times as well as USA Swimming SWIMS database.
- Have participating teams pick up awards

Within ten days following the meet mail to PNS Office

- Hy-tek Team Entry Report print out along with PNS Financial Summary form
- Original Master Entry Summaries and any Deck Entry Registration Forms completed at the meet
- Meet assessment of \$1 per swimmer and 10 per cent of individual and relay fees. Host club swimmers and entries are included. Make checks payable to PNS. Reduce amount payable to PNS by amount of Outreach Meet Fees received with entries. See form at end of this manual.

Collect income from concession and pay outstanding bills

- Gather up income from the meet, i.e.: meet entry fees, deck entry fees
- Sponsorship or advertising
- Concessions
- Sale of heat sheets or results
- Make sure outstanding bills are paid
- Prepare a financial report for your club

FORMS:

Multiple part relay forms, scratch forms, DQ slips available from usaswimming.org – shopping – publications – meet forms

PNS forms available on PNS website: Resources

CONTACTS

PNS Office

Colleen Buchanan 1-888-300-SWIM
 (253) 852-0680 (253) 852-0679 (fax)
office@pns.org

Program Operations Chair:

Linda Chapman Home: 425-885-7218
chapman_family@comcast.net

PNS Sanction Chair

Linda Vicik Vicikl@bellevueclub.com

PNS SWIMS Coordinator:

Lyle Campbell lylesscd@comcast.net

PNS Officials Chair:

Ken Breiding officials@pns.org

MEET ENTRY VOUCHER

As a PNS/USA swimming "outreach" swimmer you are eligible for financial assistance for Entry fees at PNS sponsored events. You are eligible to have fees waived for Five meets For individual events and surcharges during the year.

When entering a swim meet turn in this form to your club along with any other form your club requires. This form will serve as payment for the entry fees that would normally be due.

If your Club charges an entry surcharge in addition to the meet surcharge you still be responsible for that fee, please check with whoever is in charges of your Club's meet entries to find out.

Swimmer Name _____ Age _____ Club _____

Meet Name _____ Meet Date _____

Number of Individual events entered _____

Fees below need to be filled in by entering Club:

Total Fees (for above swimmer) due to Meet Host _____
 Number of events entered X event fee, plus meet surcharge.

Directions for Entering Club: **Submit this form, along with your regular entries** Include the above swimmer in your total entries then deduct the fees (from the above) due for the above swimmer from the total amount you send to the meet host.

Directions for the Meet Host: **Submit this form, along with your meet surcharge** the PNS office. Figure the amount due to PNS for the meet tap then deduct the amount listed above for this swimmer before sending the payment to PNS.

Any questions regarding this form should be directed to Jody Woodruff (206) 1036 or PKW3355@aol.com.

May not be used for deck entries.

How to speed up your meet:

- Talk to your meet referee about strategies (s)he likes to use to speed things up.
- Work with your announcer to keep the pace up; ie very little break from end of previous heat to call of next heat.
- Stage 9-10 yo events in addition to staging the 8&Under events.
- Start the next heat while previous heat is still in the water (at the wall ready to get out after the start).
- Implement positive check-in (with no penalty) for events 200 and longer
- In pools with fairly wide lanes, swim long free events two swimmers to a lane

How to slow down your meet:

- Talk to your meet referee about taking plenty of time between heats.
- Work with your announcer to move at a leisurely pace; ie wait a bit before calling the next heat
- Take 5 – 10 minute 'warm-up' breaks at specific places in the order of events.

USA Swimming 205.3.1 F PROGRAM AND EVENTS

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 a preliminaries and finals meet.

Non-Conforming Time

A short course time submitted to qualify for a long course meet, or vice versa. When entry times are in more than one course, the meet set up specifies the seeding order. The course of the meet is the highest priority followed by the other two courses. Ie for a Yards meet the seeding order is Yards times first, followed by long course meters and short course meters in the order chosen by the meet host. YSL is most common at yards meets: Yards, SCM, LCM LSY is most common for LCM meets.