



## Dual Meet Responsibilities

*The following is an unofficial League document and is meant as a summary of information contained on the [League Operating Plan](#). Please reference the official documentation for rules and regulations.*

Coaches may not serve as officials in a meet in which their club is participating. Duties of officials shall be as defined in the current United States Swimming Rule Book.

- *Home Team will be in the Odd numbered lanes the Away team will be in the Even numbered lanes*
- *Division I meets will start at 5:30 PM, Home Warm-up at 4:30 PM Away Warm-up at 5:00 PM*
- *Division II-V meets will start at 6:00 PM, Home Warm-up at 5:00 PM Away Warm-up at 5:30 PM*

### **Home Team Provides.**

- Meet Starter/Referee (see M1)
- 2 Timers with watches per Lane
- 2 backup timers per shift (if possible)
- 1 Stroke and Turn judge per shift
- Computer with your teams complete roster (A & B team) and meet entries entered into Meet Manager. Please note that if a swimmer is not on the roster that you turned in by the start of the meet he/she will not be allowed to enter the meet.
- 1 Runner to pick up timer sheets and deliver to the scorekeeper
- 1 or 2 volunteers for entering the meet results into Meet Manager.
- Ribbon Awards for both teams
- Results – to Away team and League website. Note the Away team should receive a full backup of the meet not just an export of their results at the end of the meet. The home team is responsible for submitting results to the website within 24 hours of the meet.

### **Away Team Provides**

- Meet entries and team rosters, via email or flash drive, is due by 1:00 pm to the meet scorekeeper the day of the meet.
- 1 Timer with watch per lane
- 1 Stroke and Turn judge per shift
- Flash drive for a backup of the meet or ask scorekeeper to email the file to you.

*Both Head Coaches should discuss at least the day before the meet how many exhibition heats each will have and any limitations or special rules of the host club. Example: shallow end starts for relays, Home club allows dives or does not allow dives. This is up to the home pool. The away team can chose not to dive if they wish.*

## Designation of Meet Referee

The Home Team will designate a Meet Referee for each Dual Meet. Preferably the meet referee designee would be a USA certified official. If a USA certified official is not available, then a person trained as a Midlakes Stroke & Turn official but not working the meet in that capacity (starter can double as meet referee if the starter has attended the Midlakes Officials clinic the current year). Coaches may not serve as the Meet Referee.

Primary duties:

- ☑ Make sure everything is in place to run the meet (safety comes first)
- ☑ Conduct a Stroke & Turn officials meeting including the stroke briefing
- ☑ Conduct a Timers meeting,
- ☑ Handle any disputes that may arise during the meet (the Meet Referee's decision is final although may be appealed to the Midlakes Board).