



# Middle Atlantic Swimming

## Meet Director's Handbook

January 2019

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## The Meet Director

*This Handbook is designed as an aid to Meet Directors in Middle Atlantic Swimming. Please remember that the rules and policies of USA Swimming (USA-S) and of Middle Atlantic Swimming (MAS) constantly change as we strive to improve our sport. The USA-S Rules and Regulations and the MAS Policy Manual are your primary references. They, rather than this handbook, are the controlling documents.*

The Meet Director has the responsibility for all pre-meet planning, entry processing, and on-going operation of the meet on the 'dry' side. When the warm-ups begin for each session, the Meet Referee or Deck Referee will oversee the competition; this applies to the pool or 'wet' side of the meet. At the meet, the Admin Referee/Official is responsible for the activities at the score table, including any timing adjustments, seeding any deck entries, the proper recording and posting of results, and for scratches/seeding of Finals at a Prelims/Finals meet. At many meets the Meet Director will also be involved in these activities; the MD may also act as the Admin Official (if certified), when necessary.

Few individuals contribute to the programs and success of competitive swim meets as much as the Meet Director. The Meet Director's primary goal should be to host a well-organized and efficiently run swim meet while providing the athletes with an excellent competitive environment. Swim meets are for swimmers and should be fun and character building. They should be designed with the swimmers' best interest in mind. Excessively long, unorganized meets are not conducive to quality swimming.

Swim meets can produce appreciable revenue but they should not be considered primarily as a fund raising endeavor. Swim meets also generate significant expenses. The meet should be run to offer a positive experience for the athletes while doing so in a financially responsible manner.

The Meet Director must be able to work with the many volunteers required to run a successful meet. When problems arise, the Meet Director must calmly keep them from distracting from and interfering with the meet.

Meet Directors are responsible for organizing and conducting a meet that complies with the USAS and MAS rules. They must insure that the meet follows the technical and administrative rules described in *USA Swimming Rules and Regulations* and the *MAS Policy Manual*; these documents should be available for reference before, during and after the meet.

The Meet Director's major responsibilities include:

- Securing a facility and assuring that the pool and its environments meet the requirements in Article 103 of the *USA Swimming Rules and Regulations*.
- Obtaining the meet sanction from MAS.
- Any meet, whether a dual meet, intra-squad, closed invite, etc., which is not on the schedule approved by the MA Board – must be submitted to and approved by the MA Director of Competition before it can be considered.
- Getting the meet format approved by the MA Director of Competition, preparing the Meet Announcement and submitting to DOC for posting on the MAS website.
- Ordering awards, when appropriate.
- Arranging for the personnel, equipment and supplies necessary for meet operation.
- Accepting and processing of entries, including sending the entry file to MAS for a registration confirmation and review of the session timelines.
- Printing the meet programs and/or heat sheets. (Note: Meet Mobile may be used in place of meet programs, when appropriate.)
- Preparing and distributing the final meet results.
- Filing the appropriate post-meet electronic or paper reports with MAS and USAS (or confirming that they have been filed).
- Confirming that the Operational Risk Director has submitted a Report of Occurrence for any accidents or injuries that occurred as part of the meet.

While the Meet Director is ultimately responsible for each of the tasks noted above, it is wise to enlist the aid of a team of volunteers to assist in many of these areas. Meet Directors should not assume any other responsibilities during the meet, although the MD may serve as the AO for the meet if it will not interfere with their other responsibilities. The MD must be available to answer questions, resolve problems, and generally keep everything operating efficiently. The MD must keep a cool head, an open ear and a gracious smile, remembering that most participants at swim meets - swimmers, coaches, officials and spectators – are sincere.

When the warm-ups begin for each session, the Meet/Deck Referee assumes complete control of the competition. The Meet Director must present at all sessions to assist the meet management team and to answer any questions the Meet/Deck Referee or Admin Official may have regarding the meet entries, seeding, etc.

Upon successful certification as a MA Meet Director a MA issued Name Badge will be issued to be worn when serving as a Meet Director at MA Sanctioned Meets. It is also important to look the part, while a formal dress code is not in place at this time, the MD must look the part. T-shirts, hats, etc. are not appropriate attire for the person in charge of the meet. Attire similar to that required of the officials is appropriate.

## **Meet Directors – Certification and Re-certification**

All MA Certified Meet Directors and those seeking certification must be non-athlete members of USA Swimming, and must successfully complete the USA Swimming Background Check (BGC) and the Athlete Protection Training (APT) programs as required by USA Swimming. Meet Directors are certified by Middle Atlantic (MA) for two (2) years from completion of the certification requirements.

The certification of Meet Directors is the responsibility of the MA Director of Competition. A list of certified Meet Directors will be maintained at the MA office and will be posted on the MA website. Contact the MA Director of Competition if you have any questions about your certification.

### **Certification – New Meet Directors**

1. Review the online MA Meet Director's Handbook and become familiar with all sections, along with all related documents on the MA website.
2. Attend a MA Meet Director clinic/workshop.
3. Attend a MA Admin Officials clinic/workshop.
4. Complete/pass the MA Meet Director test online with a minimum of 80%.
5. Complete/pass the online test for Admin Officials (on the USA Swimming website) with a minimum of 85%.
6. Complete the MA Meet Directors Training Checklist under the supervision of a MA Certified MD.
7. Complete certification as a MA Administrative Official.

### **Re-certification**

1. Maintain non-athlete membership in USA Swimming with a current completion of the USA Swimming Background check and Athlete Protection Training Programs.
2. Serve as a Meet Director for at least two (2) club-hosted sanctioned meets during the previous two years
3. Complete recertification as a MA Administrative Official.
4. Complete/pass the online MA re-certification test for Meet Directors on the MA website with at least an 80%.
5. Attend a MA Meet Director clinic/workshop.

## **Key Middle Atlantic Contacts and Addresses**

MA Office	302-861-6760	<a href="mailto:Office@maswim.org">Office@maswim.org</a>
Cherita		<a href="mailto:Office@maswim.org">Office@maswim.org</a>
For Entry Recon		<a href="mailto:Amy@maswim.org">Amy@maswim.org</a>
Director of Competition (sanctioning questions)		<a href="mailto:MikeSeip@maswim.org">MikeSeip@maswim.org</a>
Operational Risk Chair		<a href="mailto:OperationalRisk@maswim.org">OperationalRisk@maswim.org</a>
Tech Planning		<a href="mailto:MATechPlanning@maswim.org">MATechPlanning@maswim.org</a>
Officials Chair		<a href="mailto:Officials@maswim.org">Officials@maswim.org</a>

## Meet Director Timeline

***Planning for a meet should begin 9 – 12 months in advance of the actual meet date.***

### 9 MONTHS PRIOR TO THE START OF A SEASON

1. Review proposed meet schedule provided by MAS Technical Planning. Identify the dates you would like to hold your meet(s).
2. Verify facility availability for your preferred dates and session times.
3. Identify a meet Referee or Officials Coordinator. When possible, try to identify a Referee that will be present for the entire meet and who will be responsible for the actual conduct of the meet. (The Referee should preferably be certified by MAS, but a Referee from another LSC is acceptable.). If you cannot identify a Meet Referee, then you may designate an Officials Coordinator. According to USA Swimming rules, the Meet Referee or the Officials Coordinator will be responsible to insure that the appropriate Officials (i.e., a Deck Referee, a Starter, an Admin Official, at least four Stroke and/or Turn officials, etc.) will be present for every session of your meet (see section 102.10.3 in USA Swimming Rulebook). If the required Officials are not present at each session, then the times achieved by swimmers at that session may not be recorded into the SWIMS database.
4. Identify a certified Operational Risk Director (ORD). Review the Meet Announcement and the facility Emergency Action Plan with this individual. The ORD must be present for all sessions of the Meet.
5. When possible, identify a certified Admin Official (AO) for your meet. Prior to the meet, this official will be responsible for ensuring that the meet is set-up properly in the computer, and that entries are properly processed, including compliance with the MAS 4-Hour Rule. If a separate AO is not designated, the MD, who is also a certified AO can be responsible for these tasks. A certified AO must be at each meet session and will be responsible for deck entries, the timing system operation, timing adjustments and the scoring and reporting of all results – i.e., general responsibility of the scoring table at the meet. If a single AO is not designated for the meet, the AO position can be filled individually at each session. The MD is responsible that an AO will be present at each session – and that the AO correctly understand their responsibilities. Although not recommended, the MD can serve as the AO at a meet session if they have no other tasks or responsibilities as the MD. The AO does not need to actively participate at the scoring table, but is responsible for overseeing its operation and the correct reporting of Results.
6. For **all** meets, prepare and submit your bid package to the MA Director of Competition. Plan to attend the annual meet host's meeting (usually held in conjunction with the annual House of Delegates meeting in April.) If it is not possible for the Certified Meet Director to attend, the host clubs must have a representative in attendance. A summary of the bid process is in the document: "**Overview of the Bid Process.**"
7. For **LC** meets, confirm with Technical Planning that your proposed meet dates are acceptable and will be put on the calendar. This will usually occur in the January timeframe.

**You may find it helpful to start a log and record your activities, important names, phone numbers, and dates. This can be an important part of your report to any person who succeeds you in your job.**

## **BY AUGUST 1 (SC) / JANUARY 15 (LC) PRECEDING THE MEET**

1. Prepare the Meet Announcement using the MAS meet template (or make appropriate changes to the Meet Announcement from the prior year's meet. Any changes in format (sessions, events) from the information submitted during the bid process require approval from the MA Director of Competition. Review the entire Meet Announcement packet with the Meet Referee/Officials Coordinator.
2. Set up the meet in Meet Manager (or other third-party meet software) and export an Events File (for Team Manager) to be posted on the MA website. (Note: if you plan to make the Events File available on your club/team website, it should be linked to the MA website so that all files are the same.)
3. Submit the Sanction Application and fees, the complete (electronic) Meet Announcement using the MA meet announcement template and the TM Events File to the MA office. The application must include the name of the Operational Risk Director, and either the Officials Coordinator or the Meet Referee. (Note: the Officials Coordinator / Meet Referee will be responsible for insuring that the appropriate Officials will be available for all meet sessions - and may have to provide assurance to the Officials Chair that sufficient officials will be available to conduct the meet.) When all conditions of the sanction application have been satisfied, including any needed corrections to the Meet Announcement, a sanction number will be issued and the Meet Announcement and TM Events File will be posted on the MA website.

**Please note they are due by August 1, after that date they are considered late and subject to late fees. You may begin submitting the materials on June 15.**

## **SIX MONTHS PRIOR TO THE MEET**

1. If you have not already done so, confirm the facility availability for the approved dates and session times. Sign the facility lease agreement/contract, if necessary.
2. Contact potential sponsors.
3. Order awards.
4. Confirm that the Operational Risk Director (and the Admin Official) are members of USA Swimming and have been certified by Middle Atlantic.

## **60 DAYS PRIOR TO THE MEET**

1. Select and meet with your meet management Team – Entry Coordinator, Electronic Timing Operator, Announcer, Computer Operator, Head Timer, Clerk of Course, Awards Coordinator, Program Coordinator, Advertising Coordinator, Hospitality Coordinator, Concessions Coordinator, Runners, etc. Make sure they all understand their responsibilities.
2. Check to see that the Facility will be in compliance with Article 103 of the USA Swimming Rules and Regulations. Coordinate with the Facility Manager and the Operational Risk Director to check the facility for possible hazards. Remember to check pool depth requirements, starting block anchoring, position of backstroke flags and 15-meter markings on the lane lines. Search out and correct potential safety hazards at the venue – the pool, spectator areas, locker rooms, rest rooms, concessions, etc.
3. Verify that all equipment is working properly. Check that all components of an automatic timing system are operational – pads, buttons, horn and strobe. Insure good batteries are installed in the required number of watches as well as any headset radios or walkie-talkies that will be used at the meet. Don't forget to check the public address system. Also remember to verify that

enough ground fault protected electrical outlets are available for all your equipment and that you will not overload any circuits.

4. Verify that the computer(s) and printer(s) planned for use at the meet are in good working order. Have an extra toner cartridge on hand for any printer. There may be networking considerations that will need to be verified depending on the venue of the meet. If Internet access is needed, arrange for this with the facility IT personnel. Verify that the meet computer(s) has/have the appropriate software to make the required connections. Make sure the proper drivers for each printer are loaded on the computers that will be used at the meet. Use the latest production release of HyTek Meet Manager or other third-party meet management software.
5. Check that necessary supplies will be on hand. Remember bells, signs, tables & chairs (for awards, computer, etc.), umbrellas, tents and tarps.
6. Arrange for a high volume copier or printer if running deck seeded or scratch back events.
7. Make sure awards have been ordered and arrived.
8. Make sure wrist bands have been ordered for banding purposes.
9. Check on any permits required for parking, tents, and concessions.
10. Arrange for the printing or posting of Psych Sheets, Heat Sheets and/or Meet Programs; or, consider Meet Mobile as an alternative for these items. If your meet is deck seeded or has deck seeded events, make sure that there is a copier available with sufficient speed and capacity to meet your needs.
11. Contact vendors for concessions, food, souvenirs, etc.
12. Make sure that the Operational Risk Director has arranged for First Aid area and supplies.
13. Make sure the Operational Risk Director has a sufficient number of Meet Marshal for all sessions.
14. Arrange for housekeeping/janitorial services.
15. Arrange for security, if required by the facility.

## **45 DAYS PRIOR TO THE MEET**

1. Insure that Coordinators are able to properly staff their jobs – Timers, Awards workers, Runners, Meet Marshals, Timing System Operators, Computer Operators, Snack Bar, Admissions, etc.
2. Work with the Meet Referee and/or your Officials Coordinator to line up key officials – deck referees, starters, judges, etc. The MAS Officials Chair can provide a list of all certified officials to help with recruiting officials for the meet.

## **10-30 DAYS PRIOR TO THE MEET**

Note: when a separate Admin Official has been designated for the meet, some of these tasks may be assigned and performed by AO.

1. Receive the entries. [Note: Some entries may be received prior to this time period for meets that are known to fill quickly. Be prepared.]
  - a. Keep a Log of all entries with the date and time received for each team.

- b. Load (or import) the entries into Meet Manager (or other meet management software) as soon as they are received (see d below).
  - c. As the meet is filling, seed the meet after importing each team's entries and run the session reports. Make sure that you are staying within the 4-hour time limit for each relevant session, as defined for your meet (see #2 below.) If your meet will be 'deck' seeded (i.e., swimmers will be able to scratch before the meet session is seeded), you can allow for the anticipated number of scratches that will keep you within the session limit – but you must have documentation to support the expected variance.
  - d. Notify teams within 24 hours as entries are imported and accepted. Run an Entry List, by team, for each team's entry and attach it to the return e-mail so that the entering team has a record of what was imported, for their review.
2. **All meet sessions at Club-hosted meets that include age-specific events for swimmers age 12 years and younger, or age-specific events for BB/C level swimmers age 13 years and older must be planned to finish within four (4) hours; for LC meets only, meet sessions that do not include swimmers age 12 years and younger must be planned to finish within five (5) hours. A copy of the seeded meet timelines (i.e., Session reports) must be sent to the MA office prior to the meet to assure compliance with the 4-Hour Rule – or must be included as part of the Meet Backup sent to the office for the Registration Verification. When any or all sessions have reached the limit, notify the MA webmaster to post that the session(s) or meet is full and no more entries will be accepted.**
3. Immediately notify any teams, by return e-mail that are refused entry because the meet or session is full.
  4. Keep an accurate accounting of entry fees received and outstanding. Notify teams when you receive their entry fee and paperwork.
  5. Check the entries.
    - a. Confirm the entry fee is correct for the number of swimmers entered in individual events and the number of relays for the club.
    - b. Run Exception Reports
      - i. Insure that no swimmer is entered in too many events. If the Meet Announcement has an entry limitation, you should notify the club of any swimmers entered in more than the maximum number of events. USA Swimming rules allow up to five (5) events per day in timed final meets and up to three (3) events per day in Prelims/Finals meets.
      - ii. Insure that all entry time standards are met, as stated in the Meet Announcement.
      - iii. Insure that there are no miscellaneous exceptions - especially Event/Athlete Sex/Age mismatches.
      - iv. Notify teams of any exceptions.
  6. Registration Verification – send a full Meet Manager Back-up file electronically to the MAS Office at least 10 full business days prior to the meet start date or two days after the entry deadline, whichever is later. Make certain that UNATTACHED swimmers are properly identified with the team code UN. The Registration Chair will notify you of any unregistered swimmers that are entered in your meet, as well as any name or ID issues that should be corrected before the start of the meet. Forward the Recon Report to any teams that have registration or ID issues. Have them correct the issues with the MA Office. Unregistered swimmers cannot swim in the meet until the Registration Chair receives the appropriate form and fees. Refer to your Meet Announcement to determine if you will accept on-site registrations. If so, swimmers may register at a meet by submitting the form and fees to the Meet Director. These documents and monies should be sent immediately to the Registration Chair. Fees are doubled for registrations taken at the meet. The fine for allowing an unregistered swimmer to participate is detailed below:
    - First Violation: The host club is charged \$100 per swim per unregistered athlete.

- Second Violation (for the same club): The host club is charged \$150 per swim per unregistered athlete
  - Third Violation (for the same club): The host club is charged \$300 per swim per unregistered athlete.
  7. After reviewing the Coaches Recon, contact any clubs entered in the meet who have a coach or coaches that are not current with their certifications. Make it clear unless the coaches have a Deck Pass with all current certifications they will not be permitted on deck with their athletes.
  8. Send each team a copy of their meet entries; include any approved changes to the Meet Announcement, including warm-up time/lane assignments. You are encouraged to publish pre-meet psych sheets on your club website and/or the MA website.
  9. Send any updated information or schedules concerning the meet, to the MA webmaster for posting under the meet notes section of the website schedule, the more information the better.
  10. Plan the meet program.
    - a. You are encouraged to include time standards, as appropriate: Motivational, Elite, Junior Olympic, Summer Zone, Sectional, National, and Olympic Trials. Choose one or two standards that are a level or two above your meet entry times.
    - b. Obtain meet records, if available, and compile event sponsors. Gather and arrange advertising.
    - c. Programs are typically printed in double or triple column format.

Submit the session reports using a 20-second interval (30-second if fly-over starts are not used) to the MA Director of Competition.

## **DURING THE TEN DAYS PRIOR TO THE MEET**

1. Prepare the Program. Suggested inclusions:
    - a. A list of all participating teams
    - b. The Order of Events (optional, but nice as a filler)
    - c. The heat sheet pages including the name, club (or UNATTACHED) and entry time for each swimmer
    - d. Appropriate time standards and meet records
    - e. Sponsor ads
    - f. Except for Championship meets, do not include an estimated timeline in the program for any preliminary or timed final session, nor should you include 'heat start times' in the program.
  2. Consider a 'Total Emergency Plan'. Will the facility be open? Are there other activities at the facility? How would you notify Teams and workers? What is the facility's lighting policy? What happens if there is a mechanical breakdown?
  3. Prepare a "meet book". Include:
    - a. Meet Announcement
    - b. Time line
    - c. Worker assignment list
    - d. Certificate of insurance
    - e. Facility agreement or contract
    - f. Notes for the Meet/Deck Referee(s) of any discrepancies that have not been resolved.
    - g. Notes of importance or instruction for the computer operator (one for each table)
    - h. Entry lists and communications with teams
  4. Verify that hospitality plans for meals, snacks, and beverages will accommodate all of the coaches, officials, and other workers expected.
  5. Meet with full meet committee at the pool and plan locations for:
    - Clerk of Course (if needed)
    - Automatic Timing Console

- |   |                 |
|---|-----------------|
| • Recorder/ Scorer                          | Computer        |
| • Announcer                                 | Posting Results |
| • Hospitality                               | Concessions     |
| • Lost & Found                              | First Aid       |
| • Awards                                    | Admissions      |
| • Other activities (T-shirt sales, vendors) |                 |
6. Verify the installation and set-up of the following:
- Backstroke Flags
  - Lane Lines with 15-meter markers
  - Public Address System
  - Starting Blocks
  - Starter Stand (or table)
  - Automatic Timing System
  - Display Board
  - Computer and networking equipment, if needed
7. Check all supplies and equipment:
- |                         |                  |                   |
|-------------------------|------------------|-------------------|
| Headsets                | Bells            | Clip Boards       |
| Scotch Tape             | Watches          | Masking Tape      |
| DQ Slips & Relay Cards  | Duct Tape        | Pencils           |
| Tool Kit & Scissors     | Pencil Sharpener | Wrist Bands       |
| First Aid Kit           | Lap Counters     | Stapler & Staples |
| Boxes & Bags for Awards | Paper Clips      | Surge protector   |
| Rubber Bands            | Extension Cords  | Pens              |
- Binders and/or accordion folders for printed results, DQ slips, heat sheets, timing console sheets and any other paperwork associated with the conduct of the meet
8. Coordinate with the Operational Risk Director to arrange for the removal of ladders, diving boards, weight equipment, etc., from the deck.
9. Provide each participating Team a detailed warmup schedule 5-7 days prior to the start of the first day of the meet.

## AT THE MEET

1. Have on hand, or have electronic access to:
  - Original entry data from each team and/or individual
  - Record of entries received by date
  - Record of payment received or monies owed
  - Meet Announcement
  - *USA Swimming Rules and Regulations*
  - *MAS Policy Manual*
  - Report of Occurrence (Accident) Forms – although an electronic version of the Report of Occurrence should be filed online at the completion of the meet.
  - Current athlete registration forms (available under Registration on the MA website)
2. If the meet includes deck-seeded or scratch-back events, work with Meet/Deck Referee or Admin Referee on posting of scratches from the check-in sheets and the creation/printing of the event heat sheets. Be sure to print enough copies to include officials, timers, coaches and others that may need the information. If appropriate, omit any advertising that would have gone into the programs.
3. Confer with the Meet/Deck Referee for any last minute items
4. The Operational Risk Director should check that the Meet Marshals are in place at all entries to the deck, including during Warm-ups and at any continuous warm-up facilities.

5. Using the Coaches recon report from the MA Office verify any coaches listed as not current with their USA Swimming membership are not allowed on deck. If necessary you may have to assign their swimmers to another team if a properly credentialed coach for the team is not present.
6. Insure that all teams have a copy of the Warm-up Schedule, Procedures, and Lane Assignments and that copies of those items are prominently posted around the facility.
7. Be prepared to assist the Referee. Remember that the Meet/Deck Referee is in complete charge of the competition. A compilation of technical and administrative items that must be followed is in the document titled: "**Items of Interest to Meet Directors.**"
8. Have the announcer encourage the spectators, swimmers, coaches and officials to complete a meet evaluation for the meet found on the MA website under the Swim Meet tab. Meet Directors are encouraged to post signs encouraging completion of the evaluations as well.
9. Display the MA Volunteer Poster prominently at the admission table. If you do not have one contact the Director of Competition and MA will ship one to your club.
10. Keep a handwritten log-book at the head table for notes to be made in during the meet by the Meet Management Team.

## AFTER THE MEET

1. Complete the required meet reports as prescribed in the *MAS Policy Manual*.
  - Meet Results – E-mail a full meet backup to the MAS Office within twenty-four (24) hours of the conclusion of the meet.
  - Rebate check – to be mailed within seven (15) days of the end of the meet. Enclose a team summary report showing number of athletes, splashes and relays.
  - Officials report –the Meet Referee (or an appointed designee) is required to list the Officials that worked at the meet and their assignments in the USAS Online Tracking System (OTS.) The Meet Ref will have access to the OTS for your meet; contact the Officials Chair (or Bert Hewitt at [wehewitts@gmail.com](mailto:wehewitts@gmail.com)) if you do not have a Meet Referee and need to have another official designated to do this. Be sure to include the Admin Official position in the OTS report.
  - Safety Report – Submit this report electronically to the MAS Office within 14 days of the conclusion of the meet.
  - Meet Activity Report – Submit to the MAS Office electronically within 45 days of the conclusion of the meet.
  - Meet Financial Report – Submit to the MAS Office electronically within 45 days of the conclusion of the meet.
  - Reports of Occurrence are to be submitted electronically online to USA Swimming and to Risk Management using the links provided through either MAS or USA Swimming. Upon receipt of confirmation from USA Swimming via e-mail, forward that confirmation via e-mail to the MAS Operational Risk Chair at [OperationalRisk@maswim.org](mailto:OperationalRisk@maswim.org)
2. Retain all financial records and meet documents including results, timing system sheets, lane timing sheets, relay forms and DQ slips, for one calendar year, so that they will be available for review by MAS, if required.
3. Prepare final report to your club on the meet.
4. Review the logbook which was at the head table to review all thoughts and ideas for future meets.

## **Sanctions**

Middle Atlantic Swimming is delegated the responsibility to issue Sanctions within its geographic boundaries on behalf of USA Swimming as described in *USA Swimming Rules and Regulations*, Part 2, Article 202. Sanctions may be issued to USA Swimming group members to conduct swimming competitions, benefits, exhibitions, clinics or entertainment involving competitive swimming.

Applicants for a sanction should read and understand *USA Swimming Rules and Regulations*, Article 202, and the *MAS Policy Manual*. Special attention is called to the following points:

- A. No sanction will be issued to any organization whose interest is solely commercial or profit-motivated.
- B. All athletes competing in sanctioned events must be registered athlete members of USA Swimming. Athletes are generally required to register electronically through their club. In unusual circumstances, the Meet Director may accept paper registrations at the meet, but athletes are encouraged to complete the process through the MA office.
- C. Sanctions are not transferable.
- D. The word "Olympic" may not be used without the consent of USA Swimming. Exception: Junior Olympics as the Age Group Swimming Championships.
- E. Applications for a sanction must be accompanied by an electronic copy of the complete Meet Announcement, including a statement of the nature of prizes to be awarded.
- F. Sanctions must be granted in advance of the event.
- G. A liability and property damage clause releasing USA Swimming and MAS must appear on all entry forms and/or the Meet Announcement. See *USA Swimming Rules and Regulations* Article 202.2.8

### **APPLICATION PROCEDURE:**

For meets approved by the MAS Board and placed on the MAS Schedule, the Sanction Application shall be submitted to the Office at the same time as an electronic copy of the proposed Meet Announcement is submitted to the Director of Competition. All other meets must be sanctioned at least sixty (60) days in advance.

The application form can be found on the MAS web site under the Meet Directors tab.

The complete application must include:

- Sanction Request Form
- Sanction Fee
- Complete Meet Announcement (electronic)
  - Entry Forms & Summary Sheets
  - All other Meet Announcement attachments as needed
  - Name of (MA) certified Meet Director and Operational Risk Director
  - Name of an 'Officials Coordinator' (or Meet Referee) who will be responsible for insuring that the appropriate officials will be present for each meet session.
- Warm-up schedule
- TM events file exported from MM
- Emergency Action Plan for meet facility
- Facility lease affidavit

If the application for sanction is incomplete or incorrect, it will be returned to the applicant and no sanction will be issued until all omissions or errors are corrected. Once the application is complete and correct, the Sanction Officer will issue the sanction.

## **SANCTION FEES**

Sanction fees are listed in *Middle Atlantic Swimming Policy Manual*. Current fees are:

FEES FOR SANCTIONED MEETS		
Type of meet	Level	Fee
Mini, Developmental, Age-group or Senior, 1 day meet	Sanctioned	\$25.00
Mini, Developmental, Age-group or Senior, 2 or more day meet	Sanctioned	\$50.00
Intrasquad	Sanctioned	\$15.00
Dual meet	Sanctioned	\$15.00
Closed invitational	Sanctioned	\$25.00
1650 or 400-IM distance meet	Sanctioned	\$15.00
Open water	Sanctioned	\$15.00
Camp, exhibition, swim-a-thon	Sanctioned	\$15.00
Time Trials (associated with sanctioned meet)	Sanctioned	\$15.00
Time Trials (when a separate event)	Sanctioned	\$25.00

Combinations of more than one meet at the same location on the same day require separate sanctions and meet announcements for each type of meet. The Sanction fee must accompany the request for a sanction. *There may be an additional late fee of \$5 per day for applications submitted less than 60 days prior to the first day of the meet.*

Make checks payable to: Middle Atlantic Swimming. The completed application and all accompanying paperwork and fees should be sent to:

Middle Atlantic Swimming, Inc.  
 Attn: Sanctions  
 500 Creek View Road  
 Suite 100  
 Newark, DE 19711

## **PENALTIES**

Meet Hosts are required to comply with all the provisions of the USA Swimming Rules and Regulations, Article 202.2, as well as additional Middle Atlantic Guidelines/Policies. The following penalties will be imposed on all meet hosts that violate these requirements. All future meets may be suspended if the penalties are not paid promptly.

VIOLATION	PENALTY
Late submission of sanction application	Up to \$25
Late submission of meet announcement	Up to \$25
Failure to make required corrections to meet information	Sanction not granted
Late submission of meet backup for recon	Up to \$50 per day late
Late payment of "splash" fees	Up to \$10 per day late
Failure to submit appropriate reports by deadline	\$10 per report
Blatant or repeated failure to follow meets rules and regulations established by USA Swimming and/or MAS	Loss of all future meets opportunities

## Session Duration

Middle Atlantic has recently revised and updated its policy regarding the USA Swimming '4-Hour Rule' (rev January, 2014). The revised policy is included in the MA Policy & Procedures Manual (Section 6.5), and is included here for easy reference. The policy can also be accessed via a link on the MA webpage under 'Policies.'

### Four Hour Rule

**Background** - USA Swimming Rule 205.3.1F states: "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." USA Swimming recently issued an interpretation which states that the rule does not apply to 'Open' or Senior events (i.e., no age specification) even if swimmers 12 years of age or younger are entered in those events. [letter dated September 16, 2013 from the Rules & Regulations Committee].

Middle Atlantic has decided that Rule 205.3.1F (the "4-Hour Rule") shall apply to the following meet sessions:

- any Timed Finals session which includes events designated for swimmers aged 12 years and younger (per Rule 205.3.1F);
- any Timed Finals session which includes events designated for swimmers aged 13 years and older, and allows entry of swimmers with "BB" or "C" level times in those events;
  - Exception: Timed Finals sessions at long-course (LC) meets which do not include events designated for swimmers aged 12 and younger must be completed in five (5) hours or less;
- all mini and developmental meets (i.e., events for swimmers aged eight years and younger);
- Sessions at all dual meets and intra-squad meets.
- Prelims/Finals sessions that include events designated for swimmers aged 12 years and younger (combined sessions cannot exceed eight hours).

Meets (or sessions) exempt from the "4-Hour Rule" are:

- Middle Atlantic Senior and Age Group Championships, including Junior Olympics;
  - Middle Atlantic Silver and Bronze Championships;
  - Middle Atlantic Mini Championships
  - The Middle Atlantic Elite Invitational Meet(s);
  - Distance meets (e.g., distance Freestyle of 400m/500yd or longer and/or 400 IM events only) where swimmers will be notified in advance of the time for their swim;
  - Sessions consisting solely of Senior or 'Open' events (i.e., the events have no age restriction.) However, when such sessions are part of a meet where age specific events are scheduled in other sessions, the Senior (or 'Open') session –
    - Must be limited to events 400/500 yd/m or longer;
    - May include Qualifying Times that are age-specific;
    - May limit entry in the events to swimmers whose age group recognizes such events according to USA Swimming Rule 102.1.2;
- Any such restrictions herein must be included in the Meet Announcement.

The 4-hour rule applies to all combined sessions on any day that include age specific events for which the same swimmers would be eligible.

An appropriate warm-up period must be provided prior to the start of any session, including any distance session with Senior events only; the warm-up period is not included in the determination of the total session time allowed for any swimmer.

## **Procedure**

USA Swimming has emphasized that meets must be planned such that the affected sessions can reasonably be concluded within the specified time restriction. When sessions are appropriately planned, there is no requirement that the session be terminated before all scheduled Individual Events in the session have been concluded in order to comply with the rule.

In order to insure compliance with the 4-Hour Rule, the following procedures are to be followed:

1. Any Club hosting a sanctioned meet having Timed Finals sessions subject to the 4-Hour Rule must monitor entries to those sessions in order not to exceed the four-hour limit. A timeline using no less than a 20-second time interval and a 10-second Backstroke start adjustment should be used (note: if over/under starts will not be used, then a 30-second interval is required). The timeline should be run on the seeded session using appropriate meet management software (e.g., HyTek Meet Manager). No additional entries shall be accepted that will cause a session to exceed four hours. The Meet Announcement should include a statement regarding how entries that cause a session to exceed the 4-Hour Rule limit will be handled. (Note: the 4-hour limit is determined from the published start time of a session until the conclusion of the last 'under 12' age event of the day for the same gender.)
2. The Club must send a copy of the session timelines to the MA office at least ten (10) days prior to the meet or two days after entries close, whichever is later (note: the timeline may be sent at the same time that the database is sent to the MA office for the registration Recon). The timeline is subject to review by the MA Director of Competition. If appropriate, modifications to the meet or session format may be required in order to insure compliance with the 4-Hour Rule. (Note: if the timelines are not sent to the MA office, the Club is subject to a \$50 fine, and forfeiture of all entry fees for heats beyond the 4-hour limit. If necessary, Tech Planning may choose to review the timelines using the Recon meet back-up).
3. If teams will be offered the chance to 'scratch-out' swimmers at the meet prior to the final seeding of any session, the host Club must provide documented and definitive support that the amount of time estimated to be saved by this process is reasonable. Without such support, a 15-minute allowance will be accepted in the pre-meet timeline (i.e., a session may not exceed 4 hours 15 minutes.) A 'seeded' pre-meet timeline must still be submitted.
4. If relays are scheduled, the relays may be dropped from a session to avoid exceeding the 4-Hour limit with the approval of the MA Director of Competition only if the Meet Announcement clearly states the conditions for elimination and whether relay entry fees will be refunded.
5. A 'Session Report' timeline must be maintained by the Deck Referee showing the actual starting and finishing times for each session. A copy of these reports must be submitted to the MA office with the other post-Meet reports.

## **Penalty for non-compliance**

Timed Finals sessions subject to the 4-Hour Rule which are appropriately planned with regard to the 4-Hour Rule will not be subject to penalties. Proper planning, in addition to monitoring the pre-meet timelines during the entry process, includes having adequate meet personnel trained and assigned to critical tasks at each session, insuring that meet equipment (timing system, computers, printers, etc.) are in proper working order, planning and execution of prior sessions each day to assure that affected sessions will begin on time.

1. For not providing a pre-meet timeline at the appropriate time, a fine of \$50 will be assessed for the first violation in any season and a \$100 fine for any subsequent violation;
2. If a club submits a pre-meet timeline which exceeds four hours, the Club must forfeit all meet entry fees for those heats beginning after the four hour limit was reached. In addition, the MA Director of Competition may require that the format be modified in order to comply with the 4-Hour rule;
3. Repeated and/or excessive violations of the 4-Hour Rule may result in the possible loss / revocation of a Sanction for a subsequent meet awarded to the Club, or possible loss of the right to bid on meets in the next season – as determined by the Admin Chair.

A 'season' is understood to mean either the current SC season (Sept-April) or LC season (May-August.)

The above fines and penalties will be imposed at the discretion of the Administrative Chair subject to review by the MA Board of Directors. All fines must be paid before the next sanctioned meet awarded to a Club.

### **Options for Compliance**

1. A Meet Host must monitor entries as they are received to insure that sessions subject to the 4-Hour Rule do not exceed the allowed time. The Meet Host may consider the following format modifications in order to avoid exceeding the 4-hour session limit. In all cases, notification of such possible changes should be included in the Meet Announcement. All changes to the meet format are subject to review by MA Director of Competition and/or the MA Admin Chair:
  - a. Split the session into separate sessions for each age-group – e.g., hold separate sessions for the 9-10 and 11-12 age group events.
  - b. Eliminate all relays from the session.
  - c. Accept no further entries when the 4-hour time limit is reached.
  - d. Reduce the number of allowed events for each swimmer - e.g., from 5 to 3 events per day. This must be applied to all swimmers in the session.
2. The meet information should include the statement that 'The Meet Director reserves the right to limit events, heats, swimmers or adjust the format in order to conform to the 4-Hour Rule.'
3. Whatever action is taken to reduce the time, all teams competing in that session must be notified of the change in format. Notification by e-mail to the Team Contact provided with the meet entry is acceptable, provided a confirmation of receipt is returned.

### **Meet Announcement**

The required template which must be used to prepare your Meet Announcement is available on the MA website under the Meet Directors tab.

This template includes all necessary information required by Middle Atlantic Swimming and USA Swimming. You should refer to section 202.2.9 of the USA Swimming Rules and Regulations for information which must be included in the Meet Announcement of Sanctioned meets. Section 202.4.6 lists the same information for Approved meets.

An electronic copy of the proposed Meet Announcement must be submitted with your Sanction Meet application and the format of the meet must be approved by MA Director of Competition before a Sanction number will be granted. MA will post the Meet Announcement on its website when the sanction has been granted. You should link to the MA website posting if you also wish to post the Meet Announcement on your Club website.

Instructions for modifying the template are also available on the Meet Director page of the MA website.

## Meet Entry Fees

MEET ENTRY FEES		
Type of meet	Individual	Relay
Mini	\$5.00	\$10.00
Club-hosted Short Course meet	\$5.00	\$10.00
Club-hosted Long Course meet	\$6.00	\$12.00
MA Age Group Championship meets	\$5.00	\$10.00
MA Senior Championship meets	\$6.00	\$10.00
Time trials	\$10.00	\$20.00
Time trials at Senior Championships	\$15.00	\$20.00
Deck entries	Not to exceed twice the individual entry fee	Not to exceed twice the relay entry fee

### Facility surcharge for LC meets

A facility usage surcharge may be included for long course (LC) meets only, when appropriate. The surcharge may not exceed five dollars (\$5.00) per swimmer, unless approved by the MA Board.

### Entries

Entry personnel are responsible for receiving entries and entering swimmers into the meet in accordance with *USAS Rules and Regulations*, the *MAS Policy Manual*, and the meet announcement. Knowingly entering swimmers in ways not prescribed in the sanction request or altering the meet format may result in revocation of the meet sanction. Care should be taken during the entry process. A systematic approach and crosschecking by another person will catch most of the common mistakes.

### Membership/Registration Verification Procedure

All participants in a sanctioned meet must be “athlete” members of USA Swimming. All individuals working in a coaching capacity at a sanctioned meet must be “coach” members of USA Swimming. All Meet Directors, Operational Risk Director and Officials (Referee, Starter, Admin Official and Judges) must be “non-athlete” members of USA Swimming. A non-athlete member may not compete in the meet unless he/she also holds an athlete membership.

The Meet Director may accept athlete membership registrations at the meet. USA Swimming requires specific certifications for non-athlete memberships to be issued; only the MA Registration Chair can process non-athlete (coach, official, etc.) applications for registration and/or certification.

The Meet Director must verify that all participants:

1. Are USA Swimming “Athlete” Members by providing a Meet Manager BackUp (or other third-party meet management software) to the registration chair at the MAS office at least **ten (10) full business days** before the meet begins or two days after the entries close, whichever is later. The electronic file should be sent via email. The registration chair will reply with a list of athletes who are not registered or need changes to their information. The Meet Director is responsible for contacting the clubs/athletes involved and forwarding the recon information to club contacts and unattached swimmers. Registration issues must be resolved by the club or swimmer/parent through the MAS office. The Meet Director is responsible for making corrections to the meet database (correcting ID number, spelling of name, birthdate, affiliation, etc.) The Registration chair will notify the MD of the resolution of such issues shortly before the start of the meet. Unregistered swimmers may not compete in any sanctioned meet.

2. Competing as unattached swimmers are properly listed as UN. If the swimmer is not from MA, follow UN with the two-letter code of the LSC (i.e. UN-VA, UN-GA, and UN-SC).

The Meet Director or the Operational Risk Director should also verify that

1. Enforce the MA Swimming Banding Policy:  
Only currently credentialed coaches, USA Swimming registered athletes and essential meet personnel will be permitted on deck. A (non-removable) identification band must be provided to and worn by each non-athlete member of USA Swimming, including coaches and officials, that is on-deck at a sanctioned meet; such identification band shall be issued following a review of that individual's membership/certification credentials and personal photo ID. A new identification band shall be issued for each day of such meet, and the credentials/photo ID must be re-checked if a replacement ID is issued.
2. The registration chair will supply a list of coaches who are not currently registered or have not updated requirements of a USA coach membership. The Meet Director is responsible for contacting the clubs/coaches involved and forwarding the recon information to club contacts. Registration issues must be resolved by the club or coach through the MAS office. The Registration chair will notify the MD of the resolution of such issues shortly before the start of the meet. Coaches who do not have a current USA coach membership may not be on deck at any sanctioned meet.
3. All officials also need to be check in following the MA Swimming Banding Policy. The Referee is responsible to conduct the check if requested by the host ORD prior to the start of each session .

Call or e-mail the Registration Chair at the MA office if there are any questions.

### **Scratches and Check-In**

Check-in procedures for deck-seeded events, scratch rules and the penalties imposed on swimmers for violating these rules are stated in the *MAS Policy Manual*. They should be included in the meet announcement, as appropriate. The Meet Announcement should also state the time at which check-in for an event will close. Application and enforcement of such policies at the meet will generally be the responsibility of the Meet Referee (or individual session Deck Referees, when there is no Meet Referee.)

The purpose of the check-in procedure for deck-seeded events is to identify which swimmers will be competing in an event; the entries are seeded after check-in to avoid empty lanes and provide the minimum number of heats.

Advance preparation for the check-in procedure should include providing the check-in report and location where check-in will be done. Signs and/or whiteboards for information and posting of deadlines should be considered. An appropriate location should be selected that is easily accessible to the swimmers but also avoids crowding and/or interference with the meet. A clerk or scorer may be assigned to manage the check-in procedure if an official is not available.

### **Scratch-back Meets**

Seeding a meet via "scratch back" (a method of deck seeding events at the meet) is method of seeding which can help to eliminate most or all empty lanes in a session. Using historical data saved from year to year can allow a meet director to take entries over the meet session time limit, therefore increasing meet entry revenue without going over the timeline limits.

Prior to the meet: Make sure your meet information properly lists the manner in which the meet will be seeded and the procedures you plan to follow at the meet. It is also very helpful to reiterate these instructions via email to the teams attending the meet in the weeks leading up to the meet. Also, make sure you publish the manner in which final seedings/heat sheets will be distributed to coaches,

officials, and spectators along with the cost of the heat sheets. If programs are to be printed on site, make sure you have a means of mass producing the programs in place (i.e. renting a photocopier).

**Meet Day:** (These are recommended procedures): Print out entry lists by team (each team on a separate sheet). Teams should put a line through the name of each swimmer present and swimming all events. Teams should circle any name of swimmer scratching the entire session. If a swimmer is present and swimming some events but scratching one or more, they should put a line through the swimmer's name and circle the events they are scratching.

Make sure you have multiple computers (networked together on one database) and multiple people inputting scratches. Set a deadline of a minimum of 30 minutes prior to the start of the session for check-in sheets to be returned (make announcements constantly). Keep track of the teams who have turned in their sheets and who is still outstanding so you can target those teams with announcements as the deadline approaches.

Once you have all check-in sheets, double check your work and then seed the session. Print heat sheets and lane timer sheets. Provide heat sheets to teams first, officials next, and spectators last. Always make sure your Referee and Starter are aware of the fact that swimmers in the first couple of heats in the session should be given enough time to find the proper heat and lane.

**After the Meet:** Take an accounting of your scratch percentage by age group. Keep track of your history on this from year to year to give yourself an idea of what percentage over the timeline you can accept based on the number of scratches you typically get. Use the session timeline "scratch factor" to estimate your pre-meet timeline based on this percentage. PLEASE NOTE: This is not an acceptable reason for going over the timeline. If you exceed four hours on your timeline you can still be subject to discipline by Middle Atlantic Swimming.

## **Relays**

Each leg of a relay must have the competing swimmer's name associated with it in order for the national times database (SWIMS) to capture the lead-off split and the final relay time. Without all 4 names, the relay simply will not load at all. Meet management software will not allow a swimmer who is not currently part of the team to be entered as one of the swimmers in a relay. It is the Meet Director's responsibility to check the relays for compliance (names) and make any necessary corrections before sending in the results for uploading to SWIMS. [In Meet Manager – Reports – Results – Select relays only and create report, which must have all 4 swimmers' names in order to be valid.]

## **Meet Personnel**

### **Admissions / Sales**

The admissions person is often the first meet personnel that spectators encounter when attending a meet. Meet warm-ups typically start 1 – 1 ½ hours before a meet. The admissions area should be set up with a cash box and change approximately ½ hour before the session warm-up starts. Programs or heat sheets may be sold in conjunction with, or separately, from admissions. The admissions person or persons may handle both tasks or a separate area may be designated for program or meet t-shirts sales. Programs or heat sheets should be available until approximately one-half hour after each session starts. T-shirts and other meet souvenirs are often sold throughout the entire session.

### **Announcer**

The announcer plays an important role in meet management and control. Under the direction of the Meet Referee and the Meet Director, the announcer controls the tempo of the meet. Under ideal conditions, the announcer should be an experienced individual familiar with the knowledge and philosophy of the meet operations. The announcer should be constantly alert and able to adapt quickly to meet conditions. The spectators, coaches and swimmers should be kept informed and their interest maintained throughout the

meet. This can best be accomplished with timely announcements, information and enthusiastic descriptions of the races where appropriate. A few pertinent announcements are much more effective than too many. An announcer who is familiar with existing records can call attention to swimmers who are likely to set new records, adding to the spectator interest and affording proper recognition to the swimmers involved. The announcer plays an important role in maintaining the meet time line.

The effectiveness of the announcer is improved with an adequate Public Address system that can be heard by everyone in the venue clearly. For developmental meets, announcements calling swimmers to the starting blocks may improve the meet flow. For championship meets, an introduction of finalists and pertinent information about the races increases the championship atmosphere.

The announcer should be provided with a list of team names and abbreviations.

### **Awards**

Awards personnel are needed only during sessions in which events are scored (i.e. timed final events and finals sessions of prelim/finals meets). Please remember each level in the meet are awarded their own set of awards, i.e. A/BB/C meet: 3-1<sup>st</sup> places, 3-2<sup>nd</sup> places, etc. A table, boxes of awards and bags for each team should be supplied. It is helpful to have a list of events for the entire meet; after the awards for a particular event have been completed, the event should be checked off the master list. The computer operator generates award labels. A runner may deliver them to the award area. Each team attending the meet should have a labeled bag to receive the awards for their swimmers. Labels are applied to the appropriate medal/ribbon and the awards are placed in the correct team bag.

### **Clerk of Course**

The clerk of Course's role and functions vary broadly depending on the nature of the meet. In many situations, these functions may be shared by a number of individuals. In other instances, the Clerk of Course's role may consist only of collecting, organizing and delivering the swimmers to appropriate heat and lanes at the start of their race. The Clerk of Course position may be most useful at a mini meet.

### **Computer Operator**

The computer operator works closely with the Timing Equipment Operator, scorer and Deck Referee to insure that all results are properly recorded. It is important to remember that no changes or additions should be made to the database or the times achieved at the meet unless directed to do so by the Meet Referee or the Admin Referee/Official. Questions regarding meet procedures (from swimmers, coaches, etc.) should be directed to the Meet Referee or the Meet Director, depending on the nature of the issue.

### **Hospitality**

A successful hospitality area starts with one or two people in charge of coordinating the menu and purchases / donations. Snacks and drinks are usually provided for officials, coaches and volunteers. The area may be an entire room or it may be an out-of-the-way corner of the deck. Hospitality may be set up before warm-ups and should be maintained throughout the meet. It is helpful to have a rotating schedule of volunteers to make sure that the area is clean and stocked. Drinks for lane timers and others who cannot leave their positions are particularly important.

### **Runner**

The runner will collect the lane time sheets after each event and return them to the scoring table. It is helpful if the sheets are in order by lane. At the conclusion of each event, the runner will post the results at various locations that have been pre-determined by the Meet Director. At meets that are deck-seeded, either totally or partially, the runner may be asked to post seeded heat sheets for those events. The runner may also deliver award labels to the person handling that task.

### **Scorer**

The scorer assists the computer operator and the Timing Equipment Operator in organizing and filing/storing result printouts, lane timer sheets, relay cards and timing system printouts. If a watch time is needed from a timer, the scorer may be asked to get that information from the appropriate lane.

## **Timing Equipment Operator & Timers**

Although there is usually only one first place winner in a race, each swimmer who participates and legally completes their race achieves an Official Time. This time could meet qualification standards for future competition, set a local or national record, or it could simply be that swimmer's Personal Best. Official Times should be accurate and valid. Even with the usual electronic timing systems, a back-up system consisting of at least one stopwatch per lane must be provided.

Timing is done by one (or more) Lane Timers per lane. Each of the Lane Timers shall start and stop a watch for each race; the Timers may also press a back-up button for the electronic system at the conclusion of each race. When more than one Timer is used, the Head Lane Timer, who may start and stop a second watch, records watch times and reports late touchpad finishes. The Chief Timer or Head Timer is responsible for the Lane Timers by supervising, starting and stopping extra watches, briefing the other timers before the meet and collecting recorded times.

Since these positions are vitally important to the swimmers' interests, the Meet Director should take an active role in insuring that positions will be filled prior to the start of each meet session. The Meet Director may appoint a Head Timer to secure Lane Timers and conduct meetings to brief all timers on their roles. Lane Timers must be at least 12 years old, must be attentive to each race, and should properly position themselves to see swimmers' finishes. For invitational, championship and dual meets, expectations of visiting clubs to provide timers should be clearly stated in the Meet Announcement.

A Timing Equipment Operator may be responsible for the timing console (e.g., the Colorado or Daktronic system), which includes operating the console so that it records times and splits and prints the data. The timing console may be interfaced to send the data to a computer. The Operator alerts the Administrative Official or Administrative Referee of discrepancies between touchpad and backup times. The determination of possible discrepancies or malfunctions in the electronic timing system, and the decision on when back-up times should be used and what adjustments need to be made to such times, is the responsibility of the Admin Official. A separate Timing Judge may be assigned by the Admin Official or the Referee.

## Safety

The following are the general responsibility of the Operational Risk Director, but are provided here as information for the Meet Director.

### Meet Marshal

Marshals are an important element in the conduct of a safe and efficient meet. They should be involved not only in supervision and control of the warm-up sessions, but also involved in crowd control, deck access, proper competitor and spectator decorum and safe, courteous behavior in other areas of the venue such as the locker rooms. They should be responsible individuals who can communicate instructions to swimmers, coaches and spectators without creating an adversarial atmosphere. The exercise of polite, but firm, authority by Marshals will go a long way towards assuring a pleasant, safe and efficient meet. Meet Marshals should operate under the supervision of the Operational Risk Director, Meet Director, and Meet Referee and Facility Manager. The Meet Marshal indicates their authority and presence by wearing an easily identifiable uniform clearly visible to all in the venue, which should include a colored vest, uniform shirt or some other brightly colored uniform item.

### Middle Atlantic Safety Program

*Following national guidelines provided by USA Swimming, Middle Atlantic Swimming has developed the following Safety Program. This program is designed to help the host team with an added safety factor, especially during warm-ups, which is when most accidents occur.*

- (1) Safety is an important factor for our programs. Due to increasing liability insurance, we must all follow our guidelines as set forth. Anyone not following these guidelines may be ejected from the meet by the (Meet) Referee, and may additionally be subject to a fine as imposed by the MAS Board of Directors.
- (2) Each team shall provide adequate supervision of its swimmers during warm-ups and competition. Coaches should be reminded that the responsibility for supervision of their swimmers is the same at the meet as when on deck at practice.
- (3) Meet Marshal(s) shall be assigned by the Operational Risk Director to supervise the overall warm-up. Marshal(s) report to the Meet Referee.
- (4) A swimmer or coach may be removed from the deck for interfering with this authority. MAS recommends that not less than two marshals be present during warm-ups with a minimum of at least one per course.
- (5) Warm-up procedures will be set forth for ALL meets.
- (6) The host team shall define and post the function and use of all lanes in warm-up areas (including continuous warm-up facilities) at all times during the meet.
- (7) Each team should have a copy of the warm-up schedule.
- (8) The Meet Announcer shall announce any lane changes and/or warm-up changes as per general and specific. The announcer shall serve as a reminder of the warm-up procedure.
- (9) Signs placed at the ends of the lanes clearly stating the use of that lane at a particular time are helpful.
- (10) Coaches' Meetings should NOT take place during warm-ups.
- (11) Warm-ups should end no earlier than 10 minutes prior to the scheduled starting time of the session.
- (12) All swimmers must start warm-ups from the starting end of the pool.

- (13) Diving during warm-ups will only be allowed as described in the warm-up procedures in the meet announcement.
- (14) During 25's with starts, backstroke swimmers must be allowed to complete their start and clear the area before the next swimmer steps onto the block.
- (15) For facilities with a separate warm-up area, there is to be NO DIVING in that area.

**NOTE:** Application for sanction MUST be accompanied by a complete schedule of sprint, pace, and general warm-up lanes and times for warm-up procedures which must be adhered to by all participants. These MUST be distributed with the Meet Announcement, posted throughout the venue area, announced periodically and on a regular basis, and are to be monitored jointly by the Meet Director and the Meet Referee. The warm-up schedules must be distributed to the participating teams at least 72 hours prior to the start of warm-ups on the first day of the meet.

### **EXAMPLES OF WARM-UP PROCEDURES**

*The following are warm-up procedure examples. Each meet is unique, and each Meet Director must set forth procedures that best suit the needs of the particular meet and facility. Please remember that CONTROL and SUPERVISION are the key words for safe warm-ups. Meet Marshals must actively supervise the warm-ups to insure that proper procedures are followed.*

#### **1. Invitational Meet Example**

##### **GENERAL WARM-UP PERIOD**

Allocate the first 30-45 minutes to general warm-up in all lanes.

There should be NO DIVING off the blocks or the edge of the pool at this time. All swimmers will enter the pool at the start end.

Outside Lanes – Kicking Only

Inside Lanes – Swimming & Pulling Only – No Paddles

No Sprinting or Pace Work

##### **SPECIFIC WARM-UP PERIOD (Last 15-30 minutes of pre-meet warm-up period)**

###### *Suggested for 8-Lanes Pools:*

- Lanes 1 & 8: Push off for one or two lengths and back, beginning at the Starting end of the pool. Circle swim only NO DIVING.
- Lanes 2 & 7: Racing start only. Swim one length only. All swimmers begin at starting end of the pool.
- Lanes 3 – 6: General warm-up only. (as above)

###### *Suggested for 6-Lane Pools:*

- Lanes 1 & 6: Push off for one or two lengths and back, beginning at the starting end of the pool. Circle swim only NO DIVING.
- Lanes 2 & 5: Racing start only. Swim one length only. All swimmers begin at starting end of the pool.
- Lanes 3 & 4: General warm-up only. (as above)

#### **2. Dual, Tri, & Quad Meet Example**

Each team shall be assigned warm-up lanes by the host team. Each team should follow the warm-up guidelines in their specific lanes.

## **Required Post Meet Reports, etc.**

### **Meet Results**

Send an electronic copy of the meet results (e.g., using the MM Backup) within twenty-four (24) hours to the MA Office and all participating teams; the MA office will submit the results to the USA Swimming SWIMS database and will forward the results to the webmaster for posting on the MA website

### **Officials Report**

Must be input into the Officials Tracking System (OTS) on the USA Swimming website by the Meet Referee or the Official's Coordinator within seven (7) days of the close of the meet.

### **Rebate**

Send check to MA office within fifteen (15) days of the close of the meet.

### **Financial Report**

Send electronically to MA office within 45 days of the close of the meet.

### **Activity Report**

Send electronically to MA office within 45 days of the close of the meet.

### **Safety Report**

Send electronically to MA office within fourteen (14) days of the close of the meet.

### **Report of Occurrence**

Send an electronic version of the report to USA Swimming/Risk Management Services using the online links on either the MA or USA Swimming websites immediately at the close of the session when the incident occurred. Upon receipt of confirmation, forward the confirmation to the MA Operational Risk Chair at [OperationalRisk@maswim.org](mailto:OperationalRisk@maswim.org)

### **Payment of Fees**

1. All fees and/or receipts due MAS must be paid within fifteen (15) days after completion of the meet. Please make check payable to: **Middle Atlantic Swimming**.
2. Rebate fees are calculated for all entries in the meet whether the swimmer swims the event or not, and include disqualifications and scratches. Deck entries and Time Trials should also be included in the calculation. Note that deck entry and time trial rebates are 20% of the fee charged and will usually be higher than the standard entry fee rebate.
3. For any meet where an entry fee is charged (including Invitational or other closed meets), the host is responsible for payment of the rebate for every entry in the meet regardless of whether or not the entering team pays its entry fees.

<b>REBATE FEES</b>			
<b>Type of meet</b>	<b>Level</b>	<b>Individual</b>	<b>Relay</b>
Mini	Sanctioned	\$1.00 (20% of fee)	\$2.00
Club-hosted short course	Sanctioned	\$1.00 (20% of fee)	\$2.00
Club-hosted long course	Sanctioned	\$1.20 (20% of fee)	\$2.00
Club hosted senior	Sanctioned	20% of fee	\$1.00
Time trials (with meet)	Sanctioned	\$5.00	\$10.00
Deck entries	Sanctioned	20% of fee	20% of fee
Dual*	Sanctioned	20% of fee	20% of fee
Closed invitational*	Sanctioned	20% of fee	20% of fee
All other club-hosted open meets	Sanctioned	20% of fee	20% of fee

\* For intra-squad meets in which there is no fee associated with participation, no charge will be assessed. Information relating to entry or participation fees must be included in the Meet Announcement.

## **OPEN WATER SWIMMING**

Since Open Water (OW) Swimming became an event at the 2008 Olympics, there has been increased interest and participation in OW activities. You may be considering including an OW event in your meet – or you may be considering a meet which is entirely OW. In the Mid-Atlantic Region, OW events are conducted in different venues: the Atlantic Ocean, various bays and lakes, and in rivers. Each has their separate challenges. By promoting and sanctioning a Middle Atlantic OW event, you, as a Meet Director, will be offering Mid-Atlantic swimmers the opportunity to participate in a safe and well planned event.

Because of the varying and uncertain environmental conditions that are inherent in all OW races, the planning and execution will be much more demanding and time consuming than is required for a pool event. The planning of a first time event should be started 9-12 months in advance. As a new OW Meet Director, the challenges will be formidable and unpredictable. Securing a site that meets the swimmers needs, securing the proper permits, meeting with the municipal authorities, securing boats and certified captains, and comprehensive water quality testing are a few of the items not associated with pool meet management.

The Middle Atlantic Swimming OW committee was formed to help you through the planning and sanctioning process. They will be pleased to guide you and to show you how to put a quality event together. They can also assist you developing a Meet plan, a safety plan, and an emergency plan. Go to the Middle Atlantic webpage for contact information and the OW Sanction application. Note that a separate sanction is required for any OW event – whether as a stand-alone meet or as separate events in another sanctioned meet.

## **MA Contacts**

The current MA Board of Directors, Committee Chairs and Office personnel can be found at –

<http://maswim.org>

### **Middle Atlantic Swimming Office**

Middle Atlantic Swimming  
500 Creek View Road  
Suite 101  
Newark, DE 19711

302-861-6760(phone)

[Office@maswim.org](mailto:Office@maswim.org)

## **MEET HOST CONTACTS**

The current MA Meet Schedule and Meet Announcement, Entry File information and Meet Results can be found on the Middle Atlantic website under the Meet Info/Results tab..

## APPENDIX

### Certificate of Insurance

If your club's contract with a facility requires that the facility be named on the policy as an additional insured you may request the Additional Insured Endorsement in one of the following ways:

1. You are now able to request your certificates directly from the Internet through *CertificatesNow* and receive them immediately after you have created them. (Your club must be a current member club in good standing.) **Sign onto the internet** and go to: [www.confirmnet.com](http://www.confirmnet.com) or go to the "Confirmnet" link at [www.usa-swimming.org](http://www.usa-swimming.org) then search under *Insurance/Risk Management*. (step-by-step directions are attached below.)
2. You may contact George Ward with USA Swimming at (719) 866-4578 or Sandi Blumit at Risk Management Services at (800) 777-4930 x163 or Stacy at x164.
3. You may e-mail the request to George Ward at: [GWard@usa-swimming.org](mailto:GWard@usa-swimming.org) or Sandi Blumit at [sblumit@theriskpeople.com](mailto:sblumit@theriskpeople.com)

When requesting your additional insured endorsement you will need to provide the following information:

- a) facility name
- b) address
- c) contact person's name
- d) method of delivery (facility's fax # or e-mail address) \*
- e) member club's contact name/address requesting certificate

\*If certificate is being mailed only, request it early enough to allow time for mailing to the facility.

**Note: Additional Insured Endorsements are NOT automatically renewed each year.**

## **Step-by-Step Directions to Certificates of Insurance Online**

Welcome to the world of internet Certificates of Insurance for USA Swimming. You are now able to request your Additional Insured Endorsements directly from the Internet and receive them immediately after you have created them, 24 hours a day, 7 days a week. Please call Stacy Allen at 1-800-777-4930 x164 with any questions.

**(Swim Club = Insured; Facility, Pool or Location = Certificate Holder and Recipient)**

**AVOID USING THE BACK BUTTON EXCEPT ON THE LOG OUT SCREEN. "Cancel" acts as the Back Button.**

1. Sign onto the Internet and go to: [www.certificatesnow.com](http://www.certificatesnow.com) or go to the "Confirmnet" link at [www.usa-swimming.org](http://www.usa-swimming.org) under "Insurance/Risk Management".
2. Login:  
**USER ID:** LSC 2 digit code (all caps), **a dash** (-), plus your swim club's code (all caps)  
(Example - **CO-XXXX** = Colorado X Team)      **PASSWORD:** SWIM (all caps)
3. Select "**Certificates**" on the Navigation bar.
4. Select "**Deliver**" on the Navigation bar.
5. Confirm Insured Name (Swim Club) is correct.
6. Select "**2004 Swim Certificate**" and click "**Continue**".
7. If this is the first time you or anyone from your club has used this online service it will say "**No Records Found**" unless someone from Risk Management Services, Inc. has gone online and entered the information for you.
8. If this is the first time you are requesting a "**Certificate Holder**," or if you are requesting a **new Certificate Holder**, click on "**New Recipient**" and enter the facility/pool/location information in the spaces provided, then select **Save**.
9. If a certificate has been issued online to the "**Certificate Holder**" previously, select from the list of "**Certificate Holders**" and hit "**Continue**". (If your club has never used this website before there will likely be no Certificate Holders on file.)
10. You should see a column that has the name of the facility/pool/location that you have added, select it again and hit "**Continue**".
11. On this page you should see a column that has the "**Certificate Holder**" you've selected and a column underneath that says "**Recipient**." Select "**Add recipients**" and you are going to select the same facility/pool/location you did the first time. And hit "**Continue**"
12. This page you should see a column that says "**Certificate Holder**", with the name of the facility/pool/location that you have selected and it should also have the same facility/pool/location under "**Recipient**". If the information is correct hit "**Continue**".
13. This page you need to select a "**Delivery Method**" for Certificate Holder and each Recipient. Click "**Continue**". (fax, e-mail, US Mail)
14. "**Preview**" - verify Certificate Holder(s), Recipients and Delivery Method(s).
15. If you need to make a correction before delivering the certificates, go to the Navigation Bar and click "**Certificates**" which brings you back to the first page. While you will have to go through steps 3-6 of the process, you do not lose any information.
16. If all is correct, hit "**Deliver Now**".
17. If you are finished, go to "**Logout**".

*Rev. Jan. 2004*