

NE SWIMMING MEET DIRECTOR GUIDE

Hosting a meet is for the benefit of the swimmers of USA Swimming/New England. Meets can produce a profit for the meet hosts if planned well, but that shouldn't be the sole motivator in running a meet. That, as the sole incentive, threatens the overall focus of our mission which is "to promote and support personal excellence through competitive swimming" and can hurt the integrity of the meet.

New England Swimming requires that a Meet Director complete and pass the Meet Director Test and attend one Meet Director and Admin Official meeting per year.

The Meet Director is the organizer who directs the efforts of the people running the meet. He/She should be conversant with the activities of all committees.

As a Meet Director, it is possible to do as little or as much of the actual work as desired given the available time. However, the Meet Director should avoid over-committing to any one area to the point of losing track of the overall picture. He/She should be involved enough to know and appreciate the amount of work and the problems associated with each area. A Meet Director is needed to take care of business throughout the meet and needs to be available.

In addition, it is important that the Meet Director communicate on a regular basis with the Meet Referee and with the committees to ensure that the assigned responsibilities are being done correctly and on time.

The following are general items to consider:

1. It is imperative that all conditions of sanctioning be thoroughly understood. All competition should be run according to USA-S and New England Swimming rules and regulations.

A sanction is a permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules in which all participating swimmers are athlete members of USA Swimming, except as provided in Article 202.5.1 (open border).

A sanction provides insurance through USA Swimming for any occurrence that takes place during the meet. There is a lot of room for accidents when you have hundreds of swimmers and spectators, wet decks, bad air quality, and the list goes on.... One claim for an incident could set you back thousands of dollars without the proper insurance. A sanction also ensures that the swimmer's times will be entered into the National times database, SWIMS.

An Approval for a meet is also a permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both members and non-members may compete and carries all the same benefits of a sanction.

A sanction can be removed after the meet if the Sanction Chair finds that the required rules and regulations were not followed.

2. Each committee chairman must work within the framework of the facility, the personnel and the budget available.
3. The technical rules may change, particularly over the duration of the planning period. It is up to the Meet Director, and others involved, to be aware of and to communicate these changes to the appropriate committees.
All appropriate rules and procedures outlined in the NE Swimming Meet Rules and Regs should be followed when running a meet. Technical changes are updated in the handbook and meet hosts are made aware of the changes of the upcoming season on the bid form.
4. Expenditure of money is always at the risk of the host.
When planning your budget, take into account the rental fees, costs of lifeguards or required pool personnel, printing, rentals and surcharges that are paid to NE Swimming
5. Planning is a long-term project but all phases must be integrated early before the meet

information can be prepared.

The meet announcement is your Bible so prepare it with accuracy. Be sure to include all the required information using the current NES Meet template and the format that you plan to follow. You must follow any procedures or policies stated therein unless they are overturned by the Meet Jury or the Meet Ref (including admission and program costs)

Have your Meet Ref review a copy of the announcement before you send it to the office for a sanction.

Any changes to session times, formats, venues, or other changes before the meet must be approved by the Technical Chair and publicized to all the attendees.

6. Each committee chairman should review the Rules & Regs to familiarize him or herself with the overall effort required to plan and conduct a successful swim meet.
7. Schedule and conduct regular organizational meetings to discuss progress to date, committee reports and priorities for final meet preparation.
8. Select key meet personnel and assign specific tasks. The following Committees are generally necessary:

*Concessions
Hospitality
Admissions*

*Security/Safety
Awards
Runner/printer*

*Entries
Timers/computer
Admin Official*

BEFORE A MEET

- Secure your facility before you send in your bid
- Decide what type of meet you are running based on restrictions of the facility and your team
- Will you include a distance session?
- Be aware of registration requirements for meet personnel:
The host team must be currently registered
The Meet Director must be a current registered Non-Athlete.
The Safety Monitor must be a current registered Non-Athlete.
- Secure a Meet Referee, Starter, Safety Monitor and Admin Official
- Submit a bid for Sanctioned Event: *(Reference USA Swimming Rules Article 202 Conditions of Sanction)*

Attach a list of events you will offer

Your bid will be approved or rejected by the Calendar Committee based on the information you provide on the form.

Bids for calendar meets must be submitted within the following deadlines:

Long Course -- February 1st

Short Course – July 1st

Meets on the calendar are open to all and use the LSC established entry guidelines. Meets that are not open to all, such as Y meets, dual meets, league meets can apply for an approval and are subject to the approval of the meet hosts running a calendar meet that weekend, and the Calendar Committee.

A non-calendar meet is a sanctioned meet where the meet host did not submit the bid by the deadline, or wants to run an "invitational". This is subject to the above approval conditions. Non-calendar and approved meets are subject to a different fee and surcharge structure than calendar meets.

Protected dates are listed on the bid form. Sanctions will not be issued for meets on those dates as they conflict with a championship meet or a NE Sponsored event.

Stipends are awarded to teams that run a distance meet (\$500). All events must be 400 yards or

longer and the meet must last more than three hours, not including warm up. Distance sessions within a meet receive a \$250 stipend and all events must be 400 yards or longer and the meet must last more than two hours, not including warm up

Stipends are not issued if a host loses their meet deposit for another infraction.

MEET ANNOUNCEMENT:

Your sanction is dependent on guidelines established by USA Swimming, one of which is required information in the Meet Information/Announcement. Use the updated meet template posted on the Meet Management section of the website as it contains all the required language.

GET YOUR MEET POSTED:

Once you have your Meet Announcement, event list and electronic events file completed, email it to the NE Office using the online submittable form, for review and posting. Your packet must include your sanction request and fee for the sanction.

Allow at least four days for the office to post your meet. The first date of entry you request should be no earlier than 6 weeks before the start of the meet. Refer to the Rules and Regs for more detail on the posting policies.

COLLECT YOUR ENTRIES:

If choosing 75/25, then you can start loading your 75% as soon as you receive their entry file, which should be 4 days before the 1st date of entry. After each upload, check your session report for a time-line. Once all of your 75% is entered, you should have ¼ of the time left for the 25% remaining. So, about an hour of a 4 hour session. **BE SURE TO UPLOAD YOUR OWN TEAM FIRST.**

The 25% works just like the FCFS (First come first serve) policy. On the first day of entry you will mark all of your entries in order of receipt and start loading them into the meet. Keep checking the timeline as you go. Once you are full, you stop! Use a 30 second interval, to determine your session length. Allow for no more than 20 minutes of scratches to be safe.

USA Swimming and NE Swimming requires that all meet sessions that include swimmers 12 years and younger may NOT exceed four (4) hours in length on any given meet day.

DO I NEED A LOTTERY?

If your entries in the 25% or the FCFS exceed the amount of space you have, then you must send the list of those teams in the entire 25% and FCFS to the NE Office for a lottery. You will be sent back the names of the teams in the order that they should be entered.

NOTIFY THE TEAMS WITHIN 48 hours of the first date of acceptance if they have been accepted, or not, so that they can make plans.

MEET RECONCILIATION – It is your duty as Meet Director/Entry Chair to assure all swimmers in the meet are USA-S registered. Run your meet entry through the online tool the Monday before the meet to pull up a report. Your meet back up file must be sent to the NE Office on the Monday before the meet to check for proof of age, out of LSC registrations and timelines. The office will send you a report to follow up with the teams with errors. Swimmers added to the meet after the meet database has been sent to the office for recon (but before the meet starts) should be reported to the office immediately to verify registration and proof of age for those additional swimmers. Swimmers added to the meet database at the meet (if deck entries are allowed) must provide proof of current registration or submit a registration form, proof of age and payment for registration. USA Swimming suggests fines of up to \$100 PER SWIM for any unregistered swimmer competing in your meet. This fine will go to the host team, but the host team also loses their \$200 deposit by allowing the swimmer into the meet. Allowing NON REGISTERED SWIMMERS/COACHES on deck jeopardizes your Insurance and sanction for the meet.

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

Deck pass – This is an app for a smart phone and computer. A swimmer or non-athlete member can pull up current information from SWIMS specific to him/her.

Club roster – From a club portal (every club has one), a coach or administrator can produce a water- marked roster showing swimmers who are currently registered to their club.

Unattached swimmers will appear on a club roster with the attach date.

Current membership card – All swimmers receive membership cards directly from USA Swimming and are proof that a swimmer is registered. (No club affiliation is listed on the card).

An email from the office – Any emails sent to swimmers or coaches to prove current registration will come from the NE Office Registrars, Carol Healey or Mary Ellen Tynan, and will be signed electronically. No one else has the authority to issue proof of registration. If on-deck entries are accepted, the forms and money have to be sent to the office on the Monday after the meet.

UN-attached swimmers:

Ideally a coach will list all of their unattached swimmers on their entry cover page. You will need to create a process for keeping track of their affiliation for accounting, meet packets and for contact. They should be listed in the meet program and results as UN.

Any swimmer can ask to have their affiliation changed to UN-attached before or at a meet – even when they may have initially entered or been entered in the meet with a club affiliation. This is their right and cannot be limited by the Meet Director or the coach of any club. When requested, the swimmer’s representation should be changed to ‘UN’ in the meet database before the results are posted and issued electronically for loading into SWIMS. A swimmer designated as UN cannot participate on a relay, nor be included in any Team scoring.

An UN-attached swimmer CANNOT be changed to a Club affiliation unless approval has been obtained from the NE office (i.e., the Registrar) or their club portal roster, or their deck pass shows them attached to the team.

There is no such thing as an “unattached” relay; all relays must be composed of eligible swimmers representing the same Club.

FINANCES/PAPERWORK

The Meet Director can work with the Entry Chair in collecting the meet entry fees. When the entry cover sheet and check come in, create a binder with the forms so that you have contact information readily available should the need arise during the meet.

Create a contact group email list for the meet to send out notices and results easily.

It is the responsibility of the host club to manage all of their collection of fees. You are within your right to not allow a team to attend if they have not paid. Be diligent about collecting the fees before the meet begins so that you don’t get bogged down with details during the meet. If you owe a team a refund for cut events, send the refund within one week after the last day of the meet, with an accounting of the swims deleted.

WHAT TO HAVE ON DECK

Create a “meet box” with supplies for running a meet:

pencils	clipboards for all lanes	Legal split forms
pens	stop watches for all	Time trial forms
masking tape	lanes	Head timer sheets
scotch tape	DQ slips	Marshal cards
stapler	Scratch forms	No Camera Zone signs
paper clips	Relay forms	

Coaches Packets/folders :Always make sure you have readily available to be picked up at a designated spot (clerk of course table)

Put in a psych/heat sheet for each coach(s) attending the meet.

A print out of their swimmers and events to be used for scratches

A print out of warm up assignments, scratch rules, deadlines and any other pertinent information

Awards

Have your heat sheets available on deck for your officials (ask your Meet Ref how many to have ready each day for the officials)

Have with you on deck a copy of your Meet Announcement, USA Swimming Rule Book current edition, and NES Rules and Regulations current edition.

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

Decide ahead of time, with the Meet Ref, who will be in charge of:

Checking coach and Official ID's and follow that procedure every single session.

Monitoring the NO CAMERA ZONES

Supervision of warm-ups.

Warm-Up Procedure/lane assignments should be sent ahead of time to teams, and the webmaster and must be posted around pool area for all to see.

Any unattached swimmer MUST see the Meet Referee to be assigned a supervised lane during warm-ups.

Coaches meetings: Announce the time and place

Reports of Occurrence: Who will submit them?

LET THE MEET BEGIN!

Have a working knowledge of all phases of the meet.

The Meet Director must keep himself (herself) free to manage the meet not assigning themselves to any specific task such as officiating, bull pen operation, computer, etc.

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

At all times during the meet keep communication with the Meet Referee and Clerk Of Course and Committee Chairmen.

BE AWARE OF: The Meet Director should either have a strong working knowledge of hy-tek and the rules governing the sport or work closely with the Admin Official who does.

Legal splits: A swimmer that asks to have their time recorded at an 'intermediate' distance in a longer event, must complete the entire event without being disqualified. Coaches can submit a legal split form that has watch times recorded so that the hy -tek operator can verify it as valid (using their timing system results as well). The hy-tek operator then enters that split in the requested event length in a "legal split" session. This action confirms the validity of the time and it will get into the SWIMS database as such.

Additional events

Only events listed in the Meet Announcement can be conducted. Time Trials may be conducted if included in the Meet Announcement.

Age Group swimming

Swimmers must swim in events designated for their age. (e.g., a 12-yr old swimmer may not participate in an event designated for 13-14 ages.) If you want all ages, make them open age events. This includes relays.

Freestyle-Anystyle!

Times achieved in a Freestyle event can only be recorded (in SWIMS and the meet results) as a

Freestyle time. A swimmer may swim any stroke – but the swim cannot be judged according to other stroke rules and the time may not be recorded as any other stroke style.

HELPFUL HINTS FOR MEET DIRECTORS

- Offer a reasonable hospitality and always have coffee ready for the early warm-up! Remember that many of these coaches are on deck all day and need some fuel. WATER for the coaches/officials/staff is a REQUIREMENT
- Distribute all awards to the teams before they leave the meet!
- Stay in contact with all committee chairmen. Always check to make sure people in charge are informed of any changes in the meet operations that would directly affect them and their job.
- Remember everyone is a volunteer. Treat your workers with courtesy and respect.
- DO NOT attempt to answer questions or make decisions that fall under the rulings of the Meet Referee. This is not your job.
- Always know two things about your facility. Where the first aid equipment is kept and how to access it.
- Meet with the person in charge of the janitorial staff. Give them a time line of when you need to open and close the facility. Make sure they are aware of all areas you will be using. Get a name of who will be on duty for you each day. Find out where you can locate them during the meet operation.
- Be prepared to pick up garbage and clean the deck after each day of competition. A good suggestion is to have on hand disposable rubber gloves (the kind used in the medical field work great) to use to pick up garbage.
- Try to have assigned staff continually check on bathrooms to make sure they have been kept supplied and cleaned by janitorial staff
- Always have a location for lost and found
- Remember teams attending your meet are your guests. Treat coaches, swimmers, parents and other spectators with respect and courtesy.

AFTERMATH: you are almost done!

- Submit your hy-tek back up to the NE Office within 48 hours of the meet end time. It is assumed that your Admin Official will be reviewing and clearing the results first. The office will give you clearance to send out the results to teams but will load the meet into Team Unify for everyone so that it matches exactly what it is in SWIMS.
- Turn in your financial report and surcharges within 30 days of the meet end date.
- Ask for a post report from all committee chairmen with their helpful suggestions or ideas on how to improve their areas for next year.
- If time allows, several days after the meet write thank you notes to your committee chairmen and their workers. Or post a general thank you note where everyone can see it when they drop swimmers off for team practices.

LOSS OF DEPOSITS (which means loss of any stipend too): most common offenses:

- Allowing unregistered swimmers or coaches into the meet
- Late sending in finance report and surcharges
- Session lasting over 4 hours for 12 & Unders
- Not following policies stated in the NE Rules and Regs of Meet Management

CELEBRATE!! And start planning for your next meet!
