



Meet Director's Handbook

2011 EDITION

Table of Contents

Contents

The Meet Director	3
Meet Director's "To Do" List	5
Sanctions/Approval	11
The Meet Announcement	14
Abbreviated Meet Announcement	20
Entries & Check-In	22
Scratches and Check-in	22
Announcer	22
Meet Wrap Up	24
Appendix	
Sample Abbreviated Meet Information	25
General Warm Up Period.....	26

Why A Meet Director Handbook?

This Handbook is designed as an aid for those who plan and organize swim meets for YMCA swim teams. The success of any club in regard to the meet it hosts is determined by astute pre-meet planning, and the organization assigned to specific committees or individuals for certain areas of meet administration and duties. The person who plans and organizes all of the necessary details is the Meet Director. This Handbook will be useful to the neophyte as well as the experienced and offers suggestions and ideas, which can be used for any level YMCA meet from non-sanctioned 'Dual Meets', to large multi team 'Sanctioned Championship' meets.

Meet Directors must remember that the rules and policies of the YMCA Competitive Swimming and Diving Committee frequently undergo revisions, as do the rules of USA Swimming (USA-S). It is recommended that Meet Directors ANNUALLY check four references to be sure the meet will reflect the current rules for YMCA Swimming and Diving competition. The primary sources for YMCA competitive ethics and sportsmanship policies are the **"Rules That Govern YMCA Competitive Sports"** and the **"Technical Assistance Paper for YMCA Competitive Swimming and Diving."** Administrative rules and procedures are outlined in the **YMCA Competitive Swimming and Diving "Black Book."** The primary reference source regarding the technical stroke rules of swimming is the current version of the **"USA Swimming Rules and Regulations."**

In order to facilitate easy access to these important documents, a strong suggestion would be that each YMCA Meet Director selects a sturdy three ring binder sufficiently large to contain printed copies in 8 ½" x 11" sheets of:

- **Rules That Govern YMCA Competitive Sports**
- **Technical Assistance Paper for YMCA Competitive Swimming and Diving**
- **YMCA Competitive Swimming Black Book**
- **YMCA Meet Director's Handbook**

Each of these documents may be printed from the YMCA Competitive Swimming and Diving web site at YMCAswimminganddiving.org. A current copy of **USA Swimming Rules and Regulations** should be kept with this binder.

The fact that these documents must be used together cannot be overemphasized. Your binder should also contain a copy of the list of current **YMCA Competitive Swimming and Diving Group Representatives**, as well as the **Group Official Representatives** for your reference and use. These individuals have a wealth of experience and are the Meet Director's "GO

TO PERSONS" when questions regarding planning and management issues arise. Remember, "An ounce of prevention is worth a pound of cure" and do not wait until it is too late to contact the Group Representative or Group Officials' Representative in your region if an issue should arise.

The Meet Director is expected to coordinate with the Local Host YMCA's Staff Liaison in order to follow that Y's policies and guidelines regarding Risk Management.

The Meet Director is appointed by the meet host team and is the organizer and coordinator of all meet activities. The Meet Director's major responsibilities include:

- Securing the facility
- Obtaining the meet Sanction from YMCA if one is required, as well as "Approved Meet" status from your USA Swimming LSC, when appropriate
- Preparing and distributing meet announcement
- Organizing meet committees
- Ordering awards
- Arranging for personnel, equipment, and supplies necessary for meet operation
- Processing of entries, printing of programs
- Preparing and distributing summary of results

While there are many other elements some teams include in their list of duties, it is not the intent of this guide to list all possibilities. Each meet has its own personality, purpose and operational requirements based on size and scope of the meet and the operations that must be included to make each meet a success. You will determine what is required for your meet.

Whether the Meet Director personally assumes the completion of these tasks, or delegates them to other individuals or committees is a matter of preference. In any event, the Meet Director is the responsible party. Some teams mistakenly leave the job of Meet Director to the Coach for he or she usually is the "authority" on most swimming matters. However, the Coach should be relieved of the responsibilities of a Meet Director and be allowed to perform his/her primary job – COACHING the swimmers.

Meet Directors should not assume any other meet responsibilities during the meet. They must be available to answer questions, resolve problems, and generally keep everything operating efficiently. They 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. As do YMCA Staff members, the Meet Director should use the "YMCA Voice" – which is nurturing, genuine, welcoming and representative of the YMCA core values.

When the warm-ups begin, the Meet Referee takes control of the conduct of the competition. The Meet Director should be available to assist the meet management team and to answer questions the meet referee may have. Once the meet has begun, any questions regarding eligibility issues, postponement, etc. should be resolved by consultation between the Meet Director, Referee and senior members of the Meet Management team, all serving as a "Meet Committee." When appropriate, the recommendations of coaches may be requested.

Meet Director's "To Do" List

MONTHS PRIOR TO THE MEET

Planning for a meet should begin months in advance of the actual meet date.

1. Verify facility availability for the approved meet dates.
2. Select the YMCA Certified Meet Referee who will be responsible for the actual conduct of the meet and who should be consulted during the planning process.
3. Select Meet Management Team -- Entry/Heat Sheet Chair, Electronic Timing Operator, Announcer, Computer Scorer, Officials Coordinator, Head Timer, Clerk of Course, Awards Chair, Program Chair, Ad Sales Chair, Hospitality Chair, Concessions Chair, Runners, etc.
4. Prepare the Meet Announcement and **review it with the Meet Referee.** (See Meet Announcement section.)
5. For YMCA Championship level meets that will qualify swimmers for the YMCA National Championships, a "Sanction" must be obtained. Complete the online YMCA Sanction Application (found on the Internet at www.ymcaswimminganddiving.org) and forward a copy of the Meet Announcement, a copy of the Meet Referees Officials certification and the sanction fee to the Group Representative for your region. Directions for submitting the application on-line are found in the APPENDIX of this Handbook. The Meet Announcement should be attached to the online application or sent by e-mail. **The Sanction application must be submitted NO LATER THAN sixty (60) days prior to the meet.** Championship level meets should also apply for "Approved Meet" status by following the application process as established by the USA-S LSC (Local Swimming Committee). This status will allow times from the meet to be submitted to the SWIMS database of USA-S. This may require earlier action than the YMCA sanction application.
6. Contact vendors well in advance if you plan for food sales, T Shirt sales or swimming paraphernalia.
7. Contact awards suppliers early for price quotations and design options. It often takes 6 to 8 weeks to design, produce and ship medals or ribbons and trophies.
8. Contact potential sponsors.

Start a "log" (three ring binder format) and record your activities, important names, phone numbers, and dates, as well as suggestions from your "Meet Management Team" following the meet. This will be your team's source book and "blueprint"

for the next meet. This type of notebook will be a huge time saver for future meets, and an excellent teaching aid for training members of the meet organization team and future Meet Directors. This "log" may become part of your binder with this Handbook, or be kept as a separate binder.

60 DAYS PRIOR TO THE MEET

1. Call a meeting of your Meet Management team to affirm that all of their areas of responsibility have been covered, and they are on schedule. If there are any jobs to be filled, do so now.
2. Check to see that the Facility will be in compliance with *USA Swimming Rules and Regulations* Article 103, as well as all applicable YMCA rules and for possible hazards. Remember pool depth requirements (5 foot minimum for YMCA meets), starting block anchoring and height, recall ropes, backstroke flags and lane line markers at the 15 meter mark for backstroke. Search out and correct potential safety hazards in the venue -- the pool, spectator areas, locker rooms, rest rooms, concessions, etc.
3. Arrange to have properly working equipment. Check, or see that someone is assigned to check, that all components of the Automatic Timing System are operational -- pads, buttons, horn, and strobe. Insure good batteries are installed in the required number of watches. If "Walkie Talkies" are to be used by the deck officials, make sure they have been secured and fresh batteries installed with extras for backup. 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. Check that necessary supplies will be on hand. Remember spectator seating, tables & chairs (for awards, computer, etc.), umbrellas, tents, and tarps.
5. Check on any permits required for parking, tents, and concessions.
6. Arrange for printing of Heat Sheets and Meet Programs.
7. Verify vendors for concessions, food, souvenirs, etc.
8. Arrange for First Aid area and supplies.
9. Arrange for housekeeping/janitorial services.
10. Arrange for security as required.

30 DAYS PRIOR TO THE MEET

1. After the Sanction is approved and the Sanction Number is received, send the Meet Announcement to appropriate teams **and the Meet Referee**. You may wish to include a post card on which teams may indicate that they plan to attend, their team name, number of swimmers they expect to bring and the coach's name and phone number. Your meet information should state that such a card is for planning purposes and that it does not assure acceptance into the meet. Sample meet information to include in the Meet Announcement can be found on later pages of this Handbook.
2. Insure that Committee Chairs have been able to properly staff their jobs -- Timers, Awards workers, Runners, etc.
3. Work with the Meet Referee or your Local Officials Coordinator to line up Key Officials – Deck Referees, Starters, Judges, etc.
4. Arrange accommodation for meeting rooms for the general coaches' meeting prior to the first meet session, as well as any other coaches' meetings once the meet has started. Also, arrange for meeting accommodations for Officials' briefing sessions prior to each meet session.

10 DAYS PRIOR TO THE MEET

1. Receive the entries. Log the date and time received for each team. If your meet is an "Invitational Meet" notifies any teams refused entry when the entry limit is achieved. If the meet will be a YMCA Championship, teams within the League, district, cluster, etc. cannot be turned away if exclusion may prevent a swimmer from participating in the YMCA National Qualifying meet.
2. Check the entries:
 - A. Verify all entered swimmers are current members of their local YMCA as soon as possible, but at least 5 days prior to the start of the meet.
 - B. Confirm the entry fee is correct for the number of swimmers entered.
 - C. Insure no swimmer is entered in too many events.
 - D. Insure that all entry time standards are met, as stated in the meet information.

E. If a no -sanctioned invitational meet insure that you have not accepted more swimmers than your meet can accommodate. In consultation with your Meet Referee, create a Time Line of each session, either with your computer program or manually. As a good "Rule of Thumb," meet sessions should be completed in about four hours.

3. Prepare the Heat Sheet by:

- A. Seeding all pre-seeded events
- B. Listing entries (fastest to slowest) in deck seeded events.

Check the total event entries against the team tally made when entries were received to insure that all swimmers are properly entered.

Arrange for specific posting places within the venue for the posting of seeded Heat Sheets.

Be certain to print additional Heat Sheets for officials, coaches, timers, and other workers. Eliminate the ads in these copies if possible.

4. Prepare the Program. Include:

- A. A list of all participating teams.
- B. The Order of Events.
- C. The Heat Sheet Pages with the seeding or entry list for deck seeded events. Include the name, age and club for each swimmer. Pre-seed if possible or distribute additions to the program as events are seeded.
- D. Appropriate time standards -- "A" Times for "B" Meets, Region and National Time Standards for "A" Meets, etc.
- E. Sponsor ads

5. Verify that hospitality plans for meals, snacks, and beverages will accommodate all of the coaches, officials, and other workers expected.

6. Meet with full meet committee at the pool and plan locations for:

Clerk of Course	Automatic Timing Console
Recorder/Scorer	Computer
Announcer	Posting Results
Hospitality	Concessions
Lost & Found	First Aid
Awards	Other activities

7. Install:

Backstroke Flags & Recall Ropes
Lane Lines with 15 Meter marks
Public Address System
Starting Blocks
Starter Stand (or Table)
Automatic Timing System
Display Board
Computer

8. Check all supplies and equipment:

Clip Boards	Scotch Tape
Watches	Masking Tape
DQ Slips & Relay Cards	Duct Tape
Pencils	Tool Kit & Scissors
Pencil Sharpener	Colored Paper
First Aid Kit	Lap Counters
Stapler & Staples	Boxes & Bags for Awards
Paper Clips	Event Call Board
Rubber Bands	Extension Cords, Surge Protector
Labels for Awards	Duct Tape
Mats or other Covering to place on top of cords	

It is a good idea to have extra paper, extension cords, and surge protectors. If possible, have a backup computer, printer and timing console.

9. Provide for the removal of ladders and diving boards.

AT THE MEET

1. Have on hand:

Original Copy of Each Team's Entry Forms
Record of Entries Received
Record of Payment Received
Copy of Heat Sheet
Meet Information
USA Swimming "Rules and Regulations"
YMCA Competitive Swimming and Diving "Black Book"
YMCA "Rules That Govern..."

2. Confer with the Meet Referee for any last minute items.

Insure the Meet Marshals are in place for Warm-ups (including any continuous warm-up facilities).

4. Insure that all Coaches present the required YMCA safety and training certifications, and prominently display their current "Coach Membership Credentials" while on deck. YMCA rules require all coaches hold current certification in CPR, First Aid and either Lifeguard or Safety Training for Swim Coaches. These may be reflected in either USA Swimming Coach Credentials or YMCA Coach Credentials.
5. Check current credentials of all Officials, or have the Referee check them.
6. Insure that all teams have a packet containing the Warm-up Schedule, Procedures, and Lane Assignments, Timeline, Relay Cards and any other pertinent information and that copies of the lane assignments are prominently posted around the facility.
7. Confer with the Referee regarding any Coaches' or Officials' meetings prior to the beginning of the meet, or prior to the individual sessions and arrange accommodations for such meetings.
8. Be prepared to assist the Referee. Remember that the Referee is in complete charge of the competition once the warm-ups begin.

AFTER THE MEET

1. Complete Required Meet Reports as prescribed by your sanction or your league/district rules:

Meet Results – E-mail RESULTS FILE within **three (3) days** (preferably the day following the meet) to all participating teams.
2. Safeguard all financial records and meet documents including timing tapes, lane cards, relay forms and DQ slips so that they will be available for review if required.
3. Prepare final report to your YMCA and team on the meet.
4. Arrange with your USA Swimming LSC to have the times from the meet entered into the "SWIMS" database.

Meets

(NON-SANCTIONED AND SANCTIONED)

The majority of meets hosted by local YMCA's will fall into the classification of Dual, Tri or limited team invitational meets. Many of these meets are inter league or regional meets. Typically meets hosted by local YMCA teams during the body of a season are 'Timed Final' meets and are therefore '**Non-Sanctioned.**' While these meets must be conducted under the technical rules of USA Swimming, and the administrative rules of the **YMCA Black Book** and **YMCA Rules that Govern Competitive Swimming**, as well as any local 'league' rules, they are not sanctioned because they do not rise to the level as described in the Sanctioned Championship section that follows.

YMCA Sanctioned Championship Swim Meets

This section sets forth the criteria for having a swim meet recognized as a YMCA Sanctioned Championship Meet for the purpose of serving as a qualifying meet for entry into the YMCA National Short Course or Long Course Swimming Championship meets.

The following rules for obtaining a Sanction have been determined by the YMCA Swimming and Diving Advisory Committee and must be followed in all cases:

- The meet must be a closed YMCA meet.
- Only YMCA teams that have completed the current year YMCA team registration will be permitted to compete.
- The meet must adhere to the **Rules that Govern YMCA Competitive Sports.**
- USA Swimming technical rules must be followed.
- The Meet Referee must be currently certified as a Level 2 official, and a minimum of two additional YMCA certified officials that conduct the meet. USA Swimming certified officials are welcome to participate, but the Meet Referee must be YMCA certified.
- Only coaches with current CPR, First Aid, and Lifeguard/YASA/Safety Training for Swim Coaches certifications will be permitted on deck.
- All swimmers must be full privilege members of their local YMCA and must have represented only their YMCA in competition (high school competition excepted) for a period of 90 days prior to the first day of the meet.
- The meet must have entry standards.
- The meet must be the highest level championship meet for a given region, an end-of-season meet at a higher level for a given region, or an invitational that includes competitors from multiple

regions and with a level of competition higher than that offered in their region.

Directions for completing the Online Application for Sanction may be found in the APPENDIX.

Rationale

A YMCA Sanctioned Championship Meet is a celebration of the YMCA values and the accomplishments of YMCA swimmers through competitive swimming, and is part of the larger effort to build strong communities. It is the next logical progression, beyond local dual and invitational meets, by which the individual YMCA team integrates their smaller team community within an expanded YMCA community of teams in a broader geographic area, prior to participating in the National Championships.

A YMCA Championship Meet sanctioned under the criteria set forth above provides the vehicle for the individual swimmers to satisfy the requirement to participate in a YMCA Sanctioned, Closed Championship meet for purposes of entry into the YMCA National Championship Meets. Sanctioning such a meet applies only to swimmers in the meet who are age 12 and over, as younger swimmers are not eligible to participate in the National Championship meets. Nonetheless times achieved by younger swimmers in such a meet are eligible for Top 10 consideration and for achieving other qualifying time standards.

Eligibility

Eligibility of swimmers to participate in a YMCA Sanctioned Championship Meet is set forth in the Rules That Govern YMCA Competitive Sports and the YMCA Competitive Swimming Black Book. The Meet host may not waive these eligibility requirements.

A YMCA Sanctioned Championship Meet shall be a closed competition as that term is defined in the Rules That Govern YMCA Competitive Sports.

All swimmers must be full privilege members of their YMCA and must have represented only their YMCA in competition (high school excepted) for a period of 90 days prior to the start of the meet.

All swimmers must have previously represented their YMCA in YMCA closed competition meets during the current season.

All teams must be currently registered through the YMCA Online Team Registration system in order to participate in the meet.

All coaches must hold current certifications in the following safety courses in order to be permitted on deck at a YMCA Sanctioned Championship Meet:

First Aid

CPR

Safety Training for Swim Coaches *OR* Lifeguard

Coaches may show their current YMCA coach credential, current USA Swimming coach credential or the individual current certification cards.

*Beginning in 2011-12, ALL coaches on deck at a YMCA Sanctioned Championship Meet will also be required to show certification in Principles of YMCA Competitive Swimming and Diving. Some leagues, states, zones, etc. may already require this.

Scope of the Meet

A YMCA Sanctioned Championship Meet must be:

The highest level end of season championship meet offered in that geographic area (i.e., group, cluster, district, etc.)

An end of season meet at a higher level (e.g., a state or field meet)

An in-season invitational meet that is open to YMCA teams from various geographic areas and of equal or greater competitive level than the above referenced district, cluster, state, field meets.

For local geographic area meets (group, cluster, district), the meet must be open to all YMCA teams in that local area and must attract a majority of the YMCA teams in the area

In geographic areas with a heavy concentration of YMCA teams, championship meets may be organized at different levels (e.g. Gold, Silver and Bronze or A, B and C) and such meets may qualify for sanctioning.

In such heavily concentrated areas, an end of season dual meet team championship or other local end of season championship meet would normally not be eligible to be sanctioned.

Team scoring is a requirement. Meets scoring should reflect men's team scores and women's team scores.

Events Offered

As this is a championship level meet, which will qualify swimmers to swim at the YMCA National Championships, it is expected that at least 75% of the

individual events swum at Nationals would be offered at such a YMCA Sanctioned Championship Meet, including at least 60 % of the relays swum at Nationals. The fact that some of the events offered are not swum due to lack of entrants will not automatically revoke the meet sanction.

Events offered must generally be scheduled as age-group events, although some events may be scheduled as open events (e.g., 400 IM, 1000 and 1650 Freestyle, etc.).

All events may be run as timed finals events, although where possible, a preliminaries and finals format is recommended, at least for the older swimmers who may qualify for Nationals.

Entry Standards

To qualify for a sanction a meet must have published entry standards, such as time standards, or the level of finish at a lower level meet (e.g., the top six finishers at each cluster meet move on to the district meet). Meets without any qualifying entry standards normally would not be sanctioned as a YMCA Sanctioned Championship Meet. (It is understood that in areas of less intense competition or less YMCA geographic density, meet viability may necessitate eligibility for all team members, i.e., no time entry standards.)

Meet Conduct and Administration

YMCA Sanctioned Championship Meets must be conducted under USA Swimming Technical Rules. It is recommended that they also follow the USA-S Administrative Regulations of Competition in Part Two of the Rulebook, modified to adapt to local conditions.

It is expected that YMCA Sanctioned Championship Meets will obtain "Approved Meet" status from the local USA-S LSC and enter the results into the USA-S SWIMS database.

YMCA Sanctioned Championship Meets must be officiated by YMCA certified officials. USA-S certified officials may assist in the officiating and should be encouraged to do so. However, the Meet Referee must be YMCA certified and two additional YMCA certified officials must be on deck at all times, one of whom must be the deck referee. A copy of the Meet Referee's YMCA Certified Official's card must be submitted with the sanction request.

The Meet Announcement

A **sample format** for a Meet Announcement follows. Dual and Tri Meets may use the same format, but eliminate the "Sanction" section.

Items denoted with an asterisk (*) are always required. "Double Quoted" lines should appear verbatim.

For Sanction as a YMCA Championship Meet Qualifying for YMCA National Championship purposes the entire section entitled "SANCTION" must be included in the Meet Announcement verbatim. Guidelines for the Online Sanction Application may be found in the APPENDIX.

*NAME OF MEET

*LOCATION OF MEET

*DATE OF MEET

SANCTION: "Held under the Sanction of YMCA Competitive Swimming and Diving issued by Sanction # ."

This meet fulfills all requirements listed below for a YMCA Sanctioned Championship meet:

This meet is a closed YMCA meet.

- Only YMCA teams that have completed the current year YMCA team registration are permitted to compete.
- This meet adheres to the ***Rules that Govern YMCA Competitive Sports.***
- USA Swimming technical rules shall be followed.
- The Meet Referee is currently certified as a Level 2 official, and a minimum of two additional YMCA certified officials shall conduct the meet. USA Swimming certified officials are welcome to participate, but the Meet Referee is YMCA certified.
- Only coaches with current CPR, First Aid, and Lifeguard/YASA/Safety Training for Swim Coaches certifications will be permitted on deck.
- All swimmers must be full privilege members of their local YMCA and must have represented only their YMCA in competition (high school competition excepted) for a period of 90 days prior to the first day of the meet.
- This meet has entry standards.
- This meet is the highest level championship meet for a given region, an end-of-season meet at a higher level for a given region, or an invitational that includes competitors from multiple regions and with a level of competition higher than that offered in their region.

SPONSOR: You may list any sponsors.

SITE INFORMATION:

- A. Competition Pool: Length, Lanes, Lane Width, Depth At Starting End, Minimum Pool Depth, and Lane Ropes.
- B. Starting Platforms: Type, Dimensions, Anchoring Method.
- C. Timing/Starting System
- D. Other (if any): Warm-up/Warm-Down Pool, Spectator Seating, Locker Facilities, Gym.
- E. Venue emergency contact phone number:

RULES: "The meet will be conducted in accordance with the current USA Swimming Rules and Regulations (Technical Rules), "Rules That Govern YMCA Competitive Sports" and YMCA Competitive Swimming and Diving "Black Book," except where rules therein are optional and exceptions are herein stated." All exceptions must be stated. If you have deck seeded events or trials and finals and you elect to use a Local Scratch Rule, then state ... 'The Scratch Rule is in effect.'

CLASSIFICATION: Age Group Meet ('A', 'B', 'C', 'Open', etc.) Age Group/Senior Meet, Senior Meet, Senior Circuit/Senior Development Meet, etc.

ELIGIBILITY: "All swimmers must be registered with _____. Include here the minimum or maximum time standards ('A' times for "A" meets, maximum times for Qualifiers, etc.)

ADAPTIVE SWIMMING: Swimmers with a disability are welcome to enter this meet. At the time of entry the coach or person entering the swimmer must alert the Meet Director and Meet Referee regarding the nature of the swimmer's disability, the swimmer's classification (if classified), and requests for any special accommodations.

ENTRIES: Submit entries by entry file or on enclosed entry forms and summary sheets. List swimmers' age as of the first day of the meet, unless league rules state otherwise. If entry is made by digital entry file, include signed summary form.

All relay only swimmers including alternates must be listed on the Meet Entry Forms and pay any applicable fees.

ENTRY LIMIT: State the number of individual events each swimmer may enter per day and the total of individual events each swimmer may enter for the meet. Include any limit on team relay entries.

State what meet entry limits are established (by the number of swimmers, the number or teams, etc.). State if the number of entries in specific events is limited and how.

ENTRY DEADLINE: State the day, month, year and time that entries are due (No earlier than 10 days prior to the first day of the meet.)

If you state that 'NO late entries will be accepted' then you MAY NOT accept any late entries. If you want to accept late entries, state 'Late entries may be accepted at the discretion of the Meet Director.' You may also add that 'Late entries will be charged DOUBLE entry fees and may not be seeded.' State whether or not telephone, fax or electronic entries will be accepted.

ENTRY FEES: See Entry Fee Schedule.

Entry fees are not refundable.

**MAIL ENTRIES
TO:**

Name and address of person to receive entries.
(Telephone number and e-mail are recommended)

**ORDER OF
EVENTS:**

Give the Event Number, Event Name, Distance Specify Yards or Meters), Class (Age Group, Senior, or Open), and Qualifying Time if any. This Is often an attachment. Identify the format of events (timed finals, preliminaries and finals). If there are deck seeded events list the times for any required check-in.

AWARDS: All awards listed must be given if earned. List individual and relay awards and for how many places. Describe how any high point and team awards will be awarded.

SCORING: List points and the number of places that will score in accordance with USA Swimming rule 102.25.

**WARM-UP
SCHEDULE:** List the complete schedule of general and specific warm-up procedures with sprint, pace, and general warm-up lanes which must be adhered to by all participants. See Marshal Section (page 20-22) for examples of Warm-up Procedures.

TIME SCHEDULE:	Start of Warm-ups and Competition. (Note: Warm-ups should end no earlier than 15 minutes prior to the start of competition.) You may not begin a session before the indicated time. Therefore you may want to specify afternoon sessions in a general manner such as 'Afternoon session warm-ups will begin immediately after the conclusion of the morning session but no earlier than .'
SAFETY:	"The YMCA Competitive Swimming and Diving Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. NO running or horseplay will be tolerated." (Add any additional safety rules here.)
CREDENTIALS:	Coaches must present a current, complete set of YMCA Coaching credentials to the Meet Director to receive their entry package and must display their membership card at all times they are on deck.
COACHES' MEETING:	There will be a Coaches' Meeting at (time) on (day), (date). [Coaches' meetings shall not take place during warm-ups.]
MEET DIRECTOR:	Name, address, and telephone number (cell number also if available)
MEET REFEREE (S):	Name(s) – YMCA Swimming Certified Referee Also list the Referee's phone number and email address

MEET

MARSHAL (S): Name(s) there must be a Marshal at all times during scheduled warm up, and at any continuous warm-up pool within the venue, or another off-site facility.

MEET OFFICIALS: Include a general invitation to officials, such as: All Officials holding current YMCA certification are welcome and urged to participate in this meet. Contact (Phone number and email address) to volunteer your services. An Officials' briefing will be held prior to each meet session. Time and place will be announced. *If USA Swimming certified officials may be invited, so state and under what conditions.*

HOSPITALITY: The Hospitality Room located at will be open to officials, coaches, and meet workers.

CONCESSIONS: State the location if concessions will be available.

MAP, MOTELS & RESTAURANTS: Attach a map to the meet information giving the location of the pool and noting the location of nearby motels and restaurants.

RELEASE STATEMENT: The following release statement MUST appear on all "Event Summary Forms". If there is no Event Summary Form it must appear on the meet information.

"YMCA of the USA and (HOST YMCA) shall be held free and harmless from any and all liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event."

ATTACHMENTS:

ENTRY FORMS

ENTRY SUMMARY FORM

MAPS, HOTELS

Abbreviated Meet Announcement

A simple example of an abbreviated meet announcement for a Dual or Tri meet may be found in the APPENDIX.

Entries

Entry personnel are responsible for receiving entries and entering swimmers in the meet in accordance with YMCA Swimming Black Book, league or local YMCA rules and the meet information. Care should be made in the entry process through a systematic process and by double-checking by more than one person.

As coaches and officials arrive at the meet and swimmers are entered, the following verification procedures must be followed:

Membership/Registration Verification Procedure

Only "Full Privilege" members of the YMCA may participate in a YMCA sponsored meet. All those working in a coaching capacity on deck must be "coach" members of YMCA Swimming. Finally, Officials (Referee, Starter, and Judges) must be credentialed members of YMCA Swimming. If USA Swimming certified officials are invited to officiate, they too must present their credentials.

As Meet Director for a YMCA sponsored event, you must:

1. Verify that all participants are YMCA "Full Privilege Members" as follows:

Insure all swimmers entered in the meet are full privilege members and eligible to compete, **5 days before your meet begins. Full privilege membership must be in place 30 days prior to non-championship meets, and 90 days prior to championship meets.** In YMCA meets "Unattached" swimmers are not allowed.

A Verification Form and Team Roster verified by the local YMCA Director should fulfill these requirements.

2. Verify that all coaches have current "coach" membership credentials and that all officials are currently certified. (See "At the Meet" section)

- a. Insuring that all coaches working on deck **prominently wear** their current coach membership card in a visible place. Coaches failing to do so should be barred from the deck.
- b. Insuring that all Referees, Starters and Judges have current proof of YMCA certification prior to the start of each session.

EXAMPLES OF WARM-UP PROCEDURES

Each meet is unique, and each Meet Director must set forth procedures that best suit the needs of the particular meet and facility. PLANNING SHOULD BE DONE IN CONSULTATION WITH THE COACH. 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.

For a small dual or Tri meet, each team should be assigned warm-up lanes by the host team. Each team should follow the warm-up guidelines in their specific lanes.

For a multi team invitational the Coach should be consulted regarding the best arrangement.

Two examples of "Warm Up" schedules may be found in the APPENDIX.

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 is responsible for much of the paper work at the meet before the swimmers swim. This includes check-in, seeding, preparation and distribution of cards or lane time-record forms. It may also include the preparation, posting and distribution of heat sheets for deck-seeded events to all appropriate officials, coaches and spectators. The extent of this will depend on many factors since meet operations vary considerably between meets, especially dependent on whether the meet is entirely pre-seeded, or is partially or completely deck-seeded. Other key factors include whether the meet is being run manually or using a computer and the nature of the computer program in use and whether or not pre-meet scratch procedures or meetings are used. Collection and compilation of the swimmers' entries will have been done well before the meet and is not the responsibility of the Clerk of Course. The Clerk of Course should, however, work closely with the

computer operator during the meet so that rapid, efficient and accurate seeding operations are insured.

The Clerk of Course should personally oversee the check-in for those events requiring a positive check-in. The Clerk should ensure that the necessary forms and materials are available and that personnel are well trained and understand the procedures. The Referee should be consulted regarding preferred procedures for late check-ins, no-shows, and other entry problems.

If a meet is entirely pre-seeded and the seeding is done by computer, there is no need for a check-in operation and the Clerk needs only to see that the forms for recording lane times are available and distributed to the timers. These forms should be prepared in advance by the entry persons or the computer operator.

If the meet is partially or completely deck-seeded, then the Clerk will have to deal with both check-in and seeding operations. Procedures for doing this may vary considerably, with guideline provided below:

Scratches and Check-in

Check-in procedures, scratch rules and the penalties for violating these rules are stated in ***USA Swimming Rules and Regulations*** and the particular meet's Meet Announcement information. The purpose of the check-in procedures is to determine which swimmers will be competing in an event, so that the entries can be seeded in the most efficient manner with the minimum number of heats.

Advance preparations for the check-in process should include obtaining the necessary supplies, paper work, tables and chairs as needed. Signs and/or chalkboards for information and posting of deadlines should also be set up in advance. An appropriate location should be selected that is easily accessible to the swimmers but also avoids crowding and the interference with the meet.

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 ends 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. In the interest of time, announce the names of swimmers in the upcoming heat while its preceding heat is still swimming. For championship meets, an introduction of finalists and pertinent information about the races increases the championship atmosphere.

Timing and Timers

Although there is usually only one first place winner in a race, each swimmer who participates legally 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 must be accurate and valid. Even with sophisticated electronic timing systems, backups must include at least one stopwatch.

Timing is done by the Lane Timer who starts and stops a watch and/or presses a button, the Head Lane Timer who may stop start and stop a second backup watch, records watch times and reports late touchpad finishes, the Chief Timer or Head Timer who is responsible for the Lane Timers by supervising, starting and stopping extra watches, briefing all other timers before the meet and collecting recorded times. Ideally, each lane should have three timers assigned if no electronic timing is used. These three timers represent the primary timing system.

A Timing Equipment Operator may be responsible for the timing console, 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 referee of discrepancies between touchpad and backup times and orders the verification of electronic times by stopwatch 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 should 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 invitation.

Meet Results

Provide all teams with a copy of the meet results. This can most easily be done in digital format by exporting a digital file from the meet management software used to record the results of your meet. If the meet will not be using digital recording and printing of results, then a paper "hard copy" must be available for distribution to all participating teams when all results have been compiled.

MEET WRAP-UP

Within a week or so following the meet you should call a meeting of all of your key individuals and committees and ask for their feedback regarding what worked well, and what should be improved for future meets. A Post-Meet evaluation will give critical information that can be used to improve your meets. Record these suggestions and include them in your notes so that they can be included in for this meet next year when the planning and organization period begins anew.

APPENDIX

SAMPLE ABBREVIATED MEET INFORMATION

CENTRAL Y SHORT COURSE INVITATIONAL ORDER OF EVENTS

SATURDAY, JULY 28, 2007

MORNING & AFTERNOON

Preliminary Heats: Warm-ups at 6:30 am, Competition at 8:15 am
Finals: Warm-ups not before 5:00 PM, Competition one hour later

Women	Entry Time		Entry Time	Men
1		13-14 100 YD Free		2
3		15-OV100 YD Free		4
		5 Minute Break During Finals		
5	20:28.49	SR. 11650 YD Free	19:22.99	6
		5 Minute Break During Finals		
7		13-14 200 YD Ind Medley		8
9		15-OV200 YD Ind Medley		10
11		13-14 200 YD Fly		12
13		15-OV200 YD Fly		14
15		13-14 400 YD Free Relay		16
17		15-OV400 YD Free Relay		18

Notes: Age Groups will be combined in Trials

AFTERNOON

Warm-ups not before 12:15 PM, Timed Finals one hour later

Women		Men
19	10-UN100 YD Free	20
21	11-12 200 YD Free	22
23	10-UN 50 YD Back	24
25	11-12 50 YD Back	26
27	10-UN100 YD Breast	28
29	11-12 100 YD Breast	30
31	10-UN200 YD Ind Medley	32
33	11-12 200 YD Ind Medley	34
35	10-UN200 YD Medley Relay	36
37	11-12 200 YD Medley Relay	38

SAMPLE WARM UP SCHEDULE #1

GENERAL WARM-UP PERIOD

Allocate the first 30-45 minutes to general warm-up in all lanes.
NO DIVING off the blocks or the edge of the pool during this time.
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-Lane 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)

Sample Warm-up Schedule #2
(MEET NAME AND DATE)

COMPETITION POOL WARM-UP SCHEDULE

TIME	LANES	ACTIVITY
Prior to Prelims		
6:00 - 7:30 AM	All Lanes	General Warm-up; circle swimming only, no racing starts
7:30- 8:20 AM	Lane 1& 8 Lanes 2-7	Pace lanes; push off only, circle swimming only General warm-up; circle swimming only
8:20 – 8:50 AM	Lanes 1& 8 Lanes 2& 7 Lanes 3-6	Pace lanes; push off only circle swimming only Sprint lanes*; one way only General Warm-up *Note: Additional sprint lanes will be opened by meet officials as required, in the following order - 3, 6, 4, 5.
Prior to Finals		
until - 5:15 PM	Lane 1 Lane 2 Lanes 3-8	Pace lane; push off only, circle swimming only. Sprint lane; one way only General warm-up; circle swimming only
5:15 - 5:45 PM	Lanes 1& 8 Lanes 2& 7 Lanes 3-6	Pace lanes; push off only circle swimming only Sprint lanes*; one way only General Warm-up *Note: Additional sprint lanes will be opened by meet officials as required, in the following order - 3, 6, 4, 5.
Relay Break	Lanes 2, 3, 6, 7	Relay exchanges

General Considerations:

1. Please follow the established schedule. If you believe special circumstances exist, or additional sprint lanes are needed, please contact the officials on deck.
2. Coaches should maintain contact with their swimmers as much as practical verbally & visually - throughout the warm-up period.
3. Swimmers & coaches please cooperate with marshals regarding procedures.
4. Swimmers should not step up on the blocks when a backstroker is preparing to start.
5. During relay breaks, teams may practice relay exchanges in lanes 2, 3, 6, & 7



YMCA SWIMMING AND DIVING ONLINE MEET SANCTION APPLICATION PROCESS

1. Go to: <http://www.ymcacompétitiveswim.org/>
2. On the left hand side under For YMCA Coaches, click on Request Meet Sanction
3. Type in the password (9622) and look up your association number
4. Click on Submit a New Sanction Request
5. Fill out all the information, attach the meet announcement file and click on Submit Request
6. Once submitted, an e-mail will be sent to you, your group representative and the sanctioning officer stating a sanction has been requested and instructing you to send the meet announcement, officials' credentials and \$50 sanction fee. It will also give you a TEMPORARY meet sanction number.
7. All information must be received prior to a meet receiving a sanction. A copy of your referee/officials' certifications should be sent to your group representative via the USPS or e-mail (scanned).
8. Once all the information and payment is received and approved, your meet will be approved sanctions online, and you will receive an additional email with the verified sanction number.

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