



DIVISION CHAMPIONSHIP GUIDELINES

The site of each Division Championship shall be decided by members of each division at the Spring Meeting. A host club, with its team representative as meet director, has primary responsibility for conducting the meet; all other clubs within a Division must provide personnel to ensure that the meet is well run. The following should aid the meet director and participants in conducting the meet.

Before Meet:

1. Hold a Seed Meeting or email discussion the day following the last dual meet as determined by the host club team representative. Each club's team representative should provide the following:
 - A. Meet entries using Team Management software Per RSC.
 - B. One check payable to CMSL equal to the fees due for the team entries.
 - C. Results of Dual/Tri-meets in the event a swimmer's time is challenged.
 - D. Names of workers for the meet as requested by the meet director.
 - E. Assign warm-up times and lanes for each team; the team having the farthest distance to travel being the last to warm-up.
 - F. Decide method of timing and awarding of places per RSC.
2. Host club is responsible for preparing and selling meet programs, for a reasonable fees. If the host club does not desire to prepare the program, other arrangements should be made prior to the seed meeting.
3. Pay entry fees to League Treasurer at or before the Straehle Individual Championship meet. The treasurer must receive the fees at the Straehle meet. The League will pay for the awards. The League Treasurer will directly pay the officials by mail.
4. Ensure adequate supplies are on hand: e.g.: pencils, paper clips, rubber bands, clipboards, etc.
5. Pick up awards, verify that an adequate number have been received and prepare labels to be attached to the awards.
6. Ensure facilities are adequately prepared: e.g.: lane lines, backstroke flags, starting blocks, PA system, tables and chairs for works, team area markers.

During Meet:

1. Four (minimum of three) paid officials will be provided by the League; who will handle the duties of referee, starter, and stroke and turn judges. No team stroke and turn judges are needed.
2. Results of each event should be posted as quickly as possible.

After Meet:

1. The Meet Director should keep a master copy of the final results for one year.
2. Provide meet results' .zip file to each participating club and the meet backup file to the League Statistician.
3. Return unused trophies and ribbons to Awards Committee Chairperson at the Fall Meeting.