

FMST SWIM MEET JOB PROCEDURES

- RIBBONS -

Job Description	During the meet (for A Meets) or after the meet at home (for B Meets) paste labels on ribbons.
What Meets	A and B Meets
How many people	1 FMST person per meet
When to check-in for job	Check-in with a member of the Computer Operations team prior to the first race.
Procedures	<p>A member of the Computer Operations team will have a plastic case that contains blank ribbons with no labels. There is a case for A meets, and one for B meets as the ribbons are different. (see images below to differentiate between ribbons)</p>

As all events are completed for each stroke (free, back, breast, fly), a member of the Computer Operations team will print a sheet of labels that will need to be placed on ribbons.

Collect the sheets of labels for FMST, and paste the labels to the back of the ribbons.

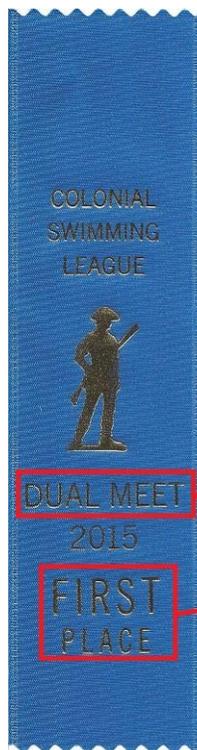
B Meets:

- Each team is responsible for pasting labels for their own swimmers, so the sheets of labels will be printed individually for each team.
- There are individual ribbons for first through sixth place. Swimmers that do not place in the top 6 for each event are awarded “Participation” ribbons.
- Please ensure that the correct place ribbon is used with each label.
- Please return completed labels and ribbon case to the coaches at the first practice after the meet.

A Meets:

- Labels MUST be pasted on ribbons during the meet.
- Only first through third place ribbons are awarded.
- Please ensure that the correct place ribbon is used with each label.
- Separate FMST ribbons from the other team's ribbons
- Please return completed labels and ribbon case to the Computer Operations table at the end of the meet.

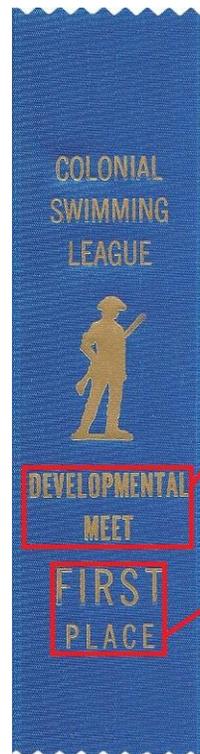
Sample Images



"Dual Meet" ribbons are for A Meets only.

Please remember to match the label with the place ribbon.

A Meet First Place Ribbon



"Developmental Meet" ribbons are for B Meets only.

Please remember to match the label with the place ribbon.

B Meet First Place Ribbon