

DURHAM SUMMER SWIM LEAGUE

HANDBOOK FOR PARENT REPRESENTATIVES

This handbook was assembled to assist the parent representatives of DSSL teams in preparing for an enjoyable and successful season. For maximum effectiveness, each parent representative should become familiar with and follow the guidelines and procedures described herein. However, changes in procedures may be warranted by particular situations, when there is mutual agreement among all parties involved.

Please make note of any omissions, errors, or updates so that we may incorporate them into our next edition.

You may copy any parts of this handbook as needed for your team members.

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I.

DUTIES OF THE PARENT REPRESENTATIVE

A parent representative is the team's manager and a liaison between the team and the Durham Summer Swim League (DSSL). His/her responsibilities include:

1. Representative to DSSL meetings (See Section II)
2. Preseason Planning and Arrangements (See Section III)
3. Dual Meet Planning and Organizing (See Section IV)
4. Championship Meet Preparation (See Section V)

Note: Many of the duties involved within items 2 - 4 may be delegated to other club members; however, the ultimate responsibility to ensure a successful swim season falls on the parent representative.

II.

REPRESENTATIVE TO DSSL MEETINGS

A. Attendance at meetings

DSSL meetings are held in October, January, and April. The parent representative must attend (or send a knowledgeable proxy to) all meetings. The primary activities scheduled for these meetings include:

- ***October meeting*** - review of past season; review Championship meet & statistics; discussion of suggestions for changes to the By-laws or the Parent Rep Handbook; other ideas for improving the swim season; budget report; appointment of ad hoc committees, if needed; election of officers; tentative next season schedule and Championship meet date.
- ***January meeting*** - organizational meeting; reports from ad hoc committees; preliminary budget; vote on By-law amendments proposed in October; discuss additional By-law amendments; distribute schedule of league and training officials sessions.
- ***April meeting*** - distribution of dual meet schedule; budget presentation and approval; vote on By-law amendments; discussion of any procedural changes for the upcoming season.

B. Duties of the Outgoing Parent Rep

1. Send the name, address, telephone number, and e-mail address of the new parent rep to the DSSL President .
2. Explain in detail the responsibilities of the position to the incoming parent rep. Give any necessary support and answer any questions.
3. Give to the incoming parent rep this handbook, the DSSL By-laws, and other important information (notes of meetings, supplies, etc.)
4. May want a post season meeting with the coach and swim team committee to evaluate the swim season and to suggest improvements at the October DSSL meeting.
5. Provide suggestions for changes to the By-laws, Parent Rep Handbook, or general procedures to the DSSL Secretary prior to the October meeting.

C. Duties of the Incoming Parent Rep

1. Read the DSSL By-laws and Parent Rep Handbook before attending the first DSSL meeting.
2. Meet with the outgoing parent rep to ask any questions and to ensure a smooth transition.

III.

PRE-SEASON PLANNING AND ARRANGEMENTS

The summer swim season begins for the parent representative generally in January. .

1. Once a coach is hired, arrange a planning meeting with the team coach, if available, and the designated swim team committee. A committee may be composed of parents to help in organizing such functions as selecting swim suits for the team, getting volunteer parent workers for the meets, setting team objectives, recommending practice schedules, and deciding fees (if any) for the swim team members. This is also an appropriate time for a prospective parent rep to gain experience before taking over the following year.
2. The parent rep and the coach meet with the manager of the pool to get the necessary pool time for swim team practices and home dual meets. Remember, for dual meets, the pool should be cleared approximately 1 hour prior to the start of the meet, to allow for preparation and warm-ups.
3. Set up a meeting or send out some type of communication to the swimmers and parents the following information:
 - Guidelines for swimmers joining the team.
 - Requirements for swimmers to participate in the Championship Meet.
 - Fees and expenses related to being a member of the swim team (be sure to include the expense for swimmers' trophies and other awards you plan to provide for your team).
 - Date for swimmers to sign up (Remind parents you need a swimmer's date of birth at sign-up to ensure swimmer is put in appropriate age category).
 - Practice schedule.
 - Names of coaches and assistant coaches.
 - Dual meet schedule plus the date and location of the Championship Meet.
 - Description of volunteer jobs available and expected of parents of swimmers. (Remind parents that the DSSL By-laws state: 'Workers are prohibited from consuming alcoholic beverages while they are performing their official duties.')
4. Have all dual meet forms copied in sufficient quantity for the season. (See Appendix C). Fill in your club name, where appropriate, before copying but be sure to keep a blank master in case of future changes.
5. Check and replenish supplies. (Pens, pencils, calculators, stop watches, clipboards, paper clips, staplers, staples, whiteout (for ribbon writers), batteries for bull horns, etc.).
6. Contact parents/relatives of swimmers to enlist their help in officiating meets. If possible, set up a schedule of workers for the entire season including alternates. Ensure that all officials are properly trained, but particularly that the Meet Director reads and understands his/her job description and all meet officials attend the mandatory preseason DSSL stroke clinic(s). (See Appendix A for a description of all meet officials.)

Both the **home and visiting** teams shall provide a minimum of:

- 1 lane timer per lane
- 1 alternate timer (to assist the head timer)
- 1 scorer

- 1 ribbon writer
- 2 place judges
- 2 stroke judges
- * 2 runners
- * 1 time averager
- * 1 time recorder
- * 1 assistant clerk-of-course

* These functions may sometimes be combined with other jobs for smaller teams who have difficulty recruiting volunteers.

The **home team** only provides the following additional workers:

- 1 meet director (separate from the Parent Rep)
- 1 starter
- 1 head timer
- 1 clerk-of-course

SUGGESTIONS:

- A. Set up a reminder system 1 to your volunteers stating the date, time to arrive, location of the meet, and where to report.
 - B. You may wish to prepare a team directory with addresses and telephone numbers of all team members.
 - C. A call committee or a phone tree may be desirable to notify your team of last-minute changes such as cancellation of meets due to weather. For example: "Calling Post".
7. Ribbons will be available for pick up at the April meeting. This is the Parent Reps responsibility. The home team provides the ribbons for both teams at each meet.
 8. Prepare your preliminary team roster. Include the age, sex, name and date of birth (required) for each swimmer. Group the swimmers by age and gender, leaving room on the master form to add swimmers as the season progresses. (e.g., 6 & under girls, blank lines, 6 & under boys, blank lines, 7 & 8 girls, blank lines, 7 & 8 boys, blank lines). Swimmers may be added throughout the season without the necessity to recopy the entire roster.

Note: This preliminary roster should be used as a master each week by making several copies and filling in information specific to that meet. (See Section IV: Dual Meet Planning and Organizing).

9. At the April meeting of the DSSL, submit to the President the name, address, phone # and e-mail address of the following:
 - Team Representative (noting the person to receive mailings).
 - Computer data entry person (Team statistician)
 - Head Coach

During the season, deletions of swimmers shall be submitted per the guidelines of the League Statistician. Any swimmer who has participated in a meet shall not be deleted.

Do not change spelling of any swimmer's name without checking with League Statistician. A name match enters times. If two swimmers have the same name, a middle initial needs to be used.

Naming of Meets for computer transfer: Always name your team first and then the opponent. Do not use opponent only or first or your name only. Use scheduled date for the Meet Date. Each meet must have a unique name for your team.

After each meet, electronically mail the League Statistician:

- ***Meet Results File***: Best Times from meet for date of meet. Note the file name and the name and date of the meet as you entered it.

At the Champs Seeding Meeting bring with you a copy of each Time Recorder Sheet, Score Sheet and Roster Changes

10. Meet with the coach and review DSSL rules as stated in the By-laws. Give the coach a copy of the rules. Review with the coach specific expectations for your team. Encourage your coach to attend one of the DSSL training sessions.
11. Be the liaison between the coach and the parents. Encourage the parents to come to you first if they have questions, suggestions, or complaints.

IV.

DUAL MEET PLANNING AND ORGANIZING

This chapter discusses the duties of the parent representative for dual meets (a meet involving only two teams, as opposed to the Championship Meet where all teams are involved.)

Approximately three days before the meet:

The **home team** parent rep should contact the visiting team parent rep to discuss the following:

1. Directions to the home team pool and any special parking instructions
2. To exchange coaches names and telephone numbers
3. To review information about the facility (such as number of swim lanes) that may impact the number of volunteers the visiting team may need to provide.
4. If an exceptionally large number of swimmers (from both teams) will be in attendance, it may be possible to start the meet early or reschedule it for a Saturday.

Both parent reps (**home and visiting**) need to ensure the following:

1. Volunteers have been reminded of their duties as meet officials and have been instructed in the requirements of the job.
2. Coaches have properly completed the time cards and team roster for the meet. Be sure non-smearing ink (no pencils or felt-tip markers) is used.
 - Remind the coaches that swimmers may swim in a maximum of three individual events (no exhibition events) and that swimmers may not swim down (in a lower age group) but may swim up (in a higher age group) in individual events only if they swim up in all individual events at that meet.
 - Remind coaches that swimmers should swim an event only when he/she is able to swim that stroke correctly, minimizing the likelihood of DQs. For some swimmers, this may mean they will swim only 1 or 2 events at the meet. A 6 & Under swimmer may swim as a Developmental in an event other than Freestyle.
3. Check that all supplies you will need are available.

Note: Visiting team is responsible for their own score sheets, team roster, stop watches, name tags, extra time cards, calculator, pencils, pens, ribbon organizers. It is helpful for the visiting team to bring their starting gun as a backup.

Note: Home team is responsible for all the same items as the visiting team, plus the meet ribbons, a working starting gun with sufficient blanks (or loud whistle), place judge forms, stroke judge forms, first aid kit, 2 staplers, staples, whiteout, paper clips, an updated copy of the DSSL By-laws and Handbook, and the USS Rules and Regulations. A separate copy of Appendix C: Rules for Scoring.

The day of the meet:

No later than one hour before the meet, **both parent reps** must ensure that:

- The time cards and team roster have been completed by the coach.
- All supplies are ready for distribution to workers upon arrival.
- All workers are provided with name tags.
- Coach has reviewed with swimmers the expected standards of conduct, courtesy, and good sportsmanship for the meet. Swimmers should be reminded not to approach the scoring table during or immediately after the meet.
- Bring a score sheet, roster and time recorder sheet to each meet

Additionally, the **home team parent rep** should check to see that the facility has been properly prepared for the upcoming meet. Items to be checked include:

- Lane ropes
- Backstroke flags
- Recall rope
- Adequate tables, chairs, and auxiliary lighting (if necessary) for scoring area
- Table for starter
- Three or more rows of benches or chairs for Clerk-of-Course
- First Aid kit

Note: The home team should plan to provide cold drinks (water) to all meet officials midway through the meet.

One hour before the meet:

1. The coaches for both teams meet to collate time cards into heats. Generally, within an event, swimmers are placed in heats with the fastest swimmers first; the lanes alternate between the two teams, but empty lanes may be filled by swimmers from either team.
2. The **home team parent rep** is ready to greet the visiting team and to show them where their seating area is located, as well as the location of rest room facilities and telephones. Meet with the visiting parent rep and check that they have sufficient workers and supplies for the meet. Assist them as required.

Forty-five minutes before the meet:

The home team should start warming up in the pool. Normally, this should take about fifteen minutes. When the home team is finished, the visiting team may start its warm-up. Both teams should plan to complete their warm-up fifteen minutes before the start of the meet.

Fifteen minutes before the meet:

Both parent reps (**home and visiting**) should distribute stopwatches to the timers and ensure that the scoring table has their team rosters and score sheets.

Note: If the meet involves 2 teams from different divisions, keeping score is unnecessary. However, scorers will still be needed to determine 6 event places for ribbons, and time recorders must record all swimmers' times.

The home **team parent rep** must also:

- Make stroke forms and place forms available to the judges (plus pencils)
- Check that the Clerk-of-Course has the collated time cards and a copy of each team's roster
- Check that the Meet Director has a pencil and a method to record close (or all) finishes. (Remind him to periodically check with the scorers to see if they need assistance in resolving finishes.)
- Meet with all runners and review their duties, going over the most efficient path at this pool.
- Point out where cards and place and stroke slips should be delivered.
- Remind them where they will likely find the place judges, stroke judges and that they need to check each heat for DQ slips.

See **Appendix A** for more detailed descriptions of worker's duties.

The **Meet Director** will meet with the stroke judges and place judges to review standards and ensure agreement during the meet. **Meet Director** must have a predetermined procedure for maintaining a record of all heat finishes.

The **Head Timer** will assemble all timers for a check on stop watch accuracy and to instruct them on procedures if they have difficulties achieving consistent times.

The **Parent Volunteer** directs swimmers in the first four heats to the **Clerk-of-Course**.

The **Clerk-of-Course** begins seating first heats of 6 & under girls and boys freestyle and the assistant clerks-of-course (or runners) directs the first heat to the starting blocks, and the second heat to stand behind the blocks.

ALL OFFICIALS SHOULD BE IN PLACE READY TO START FIVE MINUTES BEFORE THE START TIME. START THE MEET ON TIME!

During the meet:

The main responsibility of the parent reps is to take whatever action is required to assist in a smooth, orderly, and successful meet. Normally, this would include finding a replacement for an official if necessary, monitoring team behavior, and being available to parents and coaches to answer questions. The home team parent rep should obtain the meet score from the scorers at the conclusion of scoring each stroke (freestyle, breast, back, butterfly, relays) and ask the starter to announce it. The home team parent rep should check that none of the officials is inadvertently missed when cold drinks are distributed.

Coaches may have access to the swimmers' freestyle times in order to determine the participants in the relay team(s). A team may provide an extra time sheet to the time recorder for listing freestyle times. This may be given to the coach. In the relays, swimmers may swim in their proper age group, or they may swim in a higher age group, regardless of the age group swum for the individual events.

After the meet:

At the conclusion of the meet, both parent reps (**home and visiting**) should:

- supervise cleanup of the team area
- collect all supplies distributed before the meet (stopwatches, pencils, stroke slips, place slips, clipboards, etc.)
- pick up completed score sheets and team roster forms
- pick up or ensure the coach has picked up the ribbons and team cards

The home team parent rep ensures that the pool area is returned to its original state. (He/she should have pre-established with the pool manager what needs to be done.)

THE HOME TEAM PARENT REP CALLS THE DSSL PUBLICITY CHAIRMAN AS SOON AS POSSIBLE AFTER THE MEET TO REPORT THE SCORE. PLEASE CALL FROM THE POOL. WE NEED ALL TEAMS REPORTING FOR BETTER NEWSPAPER COVERAGE.

Within 24-hours after the meet:

Both parent reps are responsible to electronically mail the DSSL Statistician the individual results and the meet score, and electronically mail the League Publicity Chair the meet score including triple winners for Both teams The **original** official score sheet (make any copies required for your team prior to sending to the Statistician) and the **original** of the time recorders sheet, with meet times recorded must be filed and maintained. If a swimmer has been disqualified, no time is recorded, just 'DQ'. Any swimmer who swam up (in a higher age group) should be so noted. (Remember, the DSSL By-laws prohibit any swimmer from swimming down out of age group, but allow a swimmer to swim up as long as he/she swims up in all individual events in that meet.)

Time Conversion for Different Length Pools

If the meet location was at a pool other than 25-yards in length, all times on the team roster must be converted to 25-yard times before the roster is sent to the DSSL Statistician. Originals of both times (original and converted) must be sent to the statistician. The system will handle this for you.

CHAMPIONSHIP MEET PREPARATION

The Governing Board of the DSSL (usually at the October meeting) will determine the date, time, and location of the Championship Meet. The president of the league will form a Meet Committee to plan the Championship Meet. Parent representatives from 4 swim teams will be selected each year on a rotating basis to serve on this committee.

Minimally, two to three weeks before the Championship Meet, each team will receive a planning packet from the Meet Committee. This packet will provide information such as date and time of the seeding meeting, *schedule of events*, warm-up lane assignments, a map of the pool area indicating team staging areas, and notes and reminders of Championship rules.

Championship Workers

The packet will also outline requirements for each team to provide workers. The number of workers required to run a successful meet is significant, so be prepared with plenty of skilled volunteers.

Note 1: The Championship is divided into 3 sessions as determined by the governing board and the Championship Committee. Each worker is expected to work their entire shift or arrange for a relief replacement.

Note 2: If your team expects to have fewer than 15 - 20 swimmers attend the Championship, you must notify the league president 3 weeks ahead so your volunteer requirement may be reduced accordingly.

Job assignments at the Championship meet are very similar to those needed at a dual meet. Generally speaking, based on team size, parent representatives will be asked to supply the following workers for each session:

- 1 - 16 Lane timers
- 0 - 6 Sorters/scorekeepers/recorders/ribbon writers
- 1 - 12 Runners
- 1 - 3 Head clerks-of-course (as required by the size of your team)
- 1 - 20 Assistant clerks-of-course
- 1 - 4 Hospitality workers

In addition to the above workers, the Meet Committee will request nominations from the parent representatives for the jobs of stroke judges, meet director, starters, head timers, head clerk-of-course. Check the availability and willingness of individuals from your club to serve in those capacities and provide names to the committee when asked. Remember, these individuals would serve **in addition to** the other workers listed. Each team is responsible for recruiting parents for their own team area.

Championship Meet Officials

Meet Director

There shall be one meet director for each Championship session. The main function of the meet director is to oversee the fairness of the meet. The meet director may override any meet official on a point of rule interpretation or on a judgment decision. The meet director will meet with stroke judges, head timers and starters before the start of each session. (See Appendix A: Meet Officials and Their Duties).

Stroke Judges

The parent reps will nominate stroke Judges from each team. Judges will have attended a DSSL training session **AND** judged at least one meet during the regular season. Judges will meet with the MD prior to each session. (See Appendix A: Meet Officials and Their Duties).

Starter

Starters will abide by Appendix A: Meet Officials and Their Duties. Starter will have attended a DSSL training session **AND** started at least one meet during the regular season.

Head Timer/Lane Timers

The Head Timer will meet with the MD prior to session start. The Head Timer will then call together all the lane timers for instructions and accuracy testing. Each lane is provided a Lane Sheet which lists the swimmers for each event. A Timer should note on the sheet the clock times that are recorded. Also, the timer should note any problems with clock or electronic timing system in any given heat. A pad of plain paper will be provided to the Head Timers so they can communicate to the computer table any such problems, (e.g., late start, early finish, different swimmer than indicated.) Please note Lane #, Heat #, and swimmers name and team along with problem. Any delay in the running of the meet is worth it if the correctness of swimmer times or finish can be ensured. (See Appendix A: Meet Officials and Their Duties).

Clerk-of-Course/Assistant Clerk- of-Course

A head Clerk-of-Course will be designated for each session. Head Clerk is responsible for directing the seating of all heats. They will communicate directly with the Computer Operators and the MD. Clerks shall use the Official Meet Heat Sheet for seating. **NO** deck seeding will be allowed. A minimum of 20 heats/Assistant Clerks are required.

The swimmers will find their heat and lane with the assistance of their team volunteer. The stroke, heat and lane may be written on the swimmer's hand, arm or leg or the swimmer may carry an index card . Signs will be posted with each assistant clerk stating Event and Heat assignment. The assistant clerk will stay with their heat until the group goes to the blocks.

Relief shall be provided so workers can observe their own child swim. It is permissible that a parent be assigned to their child's heat.

Laminated cards for heats and 8 lanes will be provided by the DSSL to each head clerk. Please collect at the end of each session and return to Computer Table.

Runners

Runners will be assigned to each set of Stroke Judges. All DQ slips will be taken to the Computer Table. All runners will meet with the MD prior to the start of each session.

Scorer

The Championship Committee will designate 3 scorers for each session. The scorers work together keeping 2 sets of score sheets. The Computer Operators provide results. The scorers then Highlight the correct number of places from each division, using a different color highlighter for each division. Points are then awarded per the By-laws. Results of the events will be posted. After recording the score, the scorers pass the highlighted sheets to the Ribbon Writers.

Ribbon Writers

The ribbon writers will receive labels from the computer operators for places 1-12. They will utilize the Highlighted Results sheet to determine if any swimmers receive a ribbon for scoring points for their team (outside of the top 12 finishers). These ribbons need to be hand written with Event/Stroke, swimmer's name and team. All awards shall be placed into the team's Award Bag.

2-3 Writers/labelers will be required per session. Place completed ribbons and medals into appropriate team bag. Bags need to be picked up at the end of the meet by each parent rep or their designated person.

Time Recording

Times will be posted in 2 locations, one on the lower level and one on the upper level. The runner assigned to the Computer Table will post the times. An Official listing of all swimmers' times and Championship results will be handed out at the Fall Meeting.

LifeGuards

Certified LifeGuards will be hired for each session. Each will be assigned a pool for warm-ups. Positions should be rotated and allow for bathroom breaks. Swimmers must follow guards' directions at all times. The warm-up pool will be closed prior to the beginning of meet except for 11 -18 year old session. Relay teams may warm-up prior to relays.

Colorado Timing/Computer Table

Two individuals will run the Colorado Timing System. 3 volunteers are needed to run the computer Meet Manager System and scoreboard. 2 people run MM and the third person runs the computer which displays the Event/Heat information. A Public Address announcer is needed per session at this table.

The 2 people running MM interface continually with the CTS people to ensure that empty lanes are correctly recorded, no shows (NS) swimmers are accounted for and correct information is recorded. At the end of each Event, print the award labels and 3 copies of the Event Results. Send 1 Results and the labels to the scorers table. The other 2 results are posted as described above.

At the end of each day's session, make a file for the newspaper with the first three finishers in each event. Be sure to copy the file to a floppy disk as MM will only put the file on the hard disk. The Publicity person or their designee will assure the disk gets to the newspaper. With approval of Championship committee, any equipment (i.e. laser printers) should be rented that makes life easier at the computer table.

Seeding Meeting

The planning packet will also give specific instructions as to the date, time and location of the seeding meeting, as well as a list of items to bring to the seeding meeting. The seeding meeting is normally scheduled for the Saturday or Sunday preceding the Championship Meet.

Prior to the seeding meeting, the coach and parent representative work together to determine which swimmers on their team are both eligible and plan to participate in the Championship Meet.

A swimmer is **eligible** to attend if he/she has participated in at least 2 dual meets prior to the seeding meeting. A swimmer may swim a maximum of 3 individual events and 1 relay. The **swimmer must have one valid entry time** for each of those individual events (no DQs are allowed). It is normally a good idea for the coach to check with the swimmers in planning which 3 events each swimmer will swim.

Using Team Manager, create a meet called DSSL Champs with the **FRIDAY** date being the date of the meet. **DO NOT** make a separate meet for Saturday, the computer takes care of the sessions. Using the meet entry screen, enter only the swimmers you know will attend and designate what strokes they will swim. Print a report of this 2 weeks prior to the seed meeting. **LET THE COACHES AND SWIMMERS CHECK IT.** Edit the file as required. Remember enter your relay team(s). Only 2 official

relay teams (1 boys, 1 girls) from each club will be allowed. Swimmers do not need to be designated at this time. Print 2 copies of the report with swimmers and their times. Keep one and hand one in with the disk to the league.

The team rosters with swimmers' best times will be compared to the league statistician's records to ensure the correct entry time is used for seeding each event. (The actual seeding will be done by computer, with faster swimmers in later heats.)

Attendance at the seeding meeting is mandatory for both **the coach and the Parent representative**. The coach and parent representative must plan to bring to the seeding meeting:

1. Your copy of the Meet Entry Listing - to be compared with the heat sheet. No corrections or additions will be taken after the Seed Meeting. Scratches will be taken at any time.
2. A list of scratches.
3. Check written to DSSL for entry fees.
4. Additions/changes/deletions to Meet Worker list.

Worker sign-up sheets must be completed and turned in to the Planning Committee at that time. Any changes or additional information pertaining to the Championship will be announced at that time.

Be prepared to compare your list of entries to the Preliminary Heat Sheet to make sure all of your swimmers are entered in the correct event with the correct entry time. **REMEMBER** all the times have come from you via the computer. Be sure you are double checking the computer entries throughout the season.

Heat Sheet

The Championship Heat Sheet is a master list of all swimmers as they have been seeded in each event. To help defray league costs in producing the Championship Meet, teams will be asked to 'sell' advertisements. A member(s) of the Championship Committee will be responsible for the Heat Sheet and ads.

Heat Sheet Ads

An ad can be a business advertisement or a personal ad, such as "Good Luck ... (particular team/team member)". The ads need to be copy-ready. Each ad should be paper clipped (not stapled) to a photocopy of this page.

- Swim Team Name: _____

- Size of ad: \$100.00 Full page
 \$ 50.00 ½ page
 \$10.00 Business card

- Payment method: Check (payable to “Durham Summer Swim League”)
 Cash

- Total amount attached: \$ _____

Team Meeting

The parent representative and/or coach should plan a team meeting (and/or a newsletter) to disseminate information about the Championship. Items to be discussed include:

- What to bring-to the-meet (food, drinks, **NO GLASS** of any sort, clothing, towels, quiet things to do, etc.)
- No food is allowed on the pool deck - only water
- Time to plan to arrive
- Time and lane assignment for warm-ups
- Pool behavior and rules

Heat Sheets

The Parent Rep must plan to pick up the heat sheets at a designated location. The Championship Committee will decide how heat sheets will be sold or distributed to clubs. A limited number will be set aside for meet workers.

The parent rep and coach should preview their swimmers' events. (It is a good idea to use a highlighter to mark all swimmers from your team.)

Equipment Requirements

The parent representative should bring the following items to the Championship Meet:

- Stop watches (in good working order)
- Ribbons left from dual meets
- Copies of the team roster
- Pencils, note pad, highlighter(s)
- Large plastic trash bags for clean-up
- First Aid Kit

Responsibilities during and after the Championship Meet

The parent representative and all meet workers must plan to arrive early. Parent Rep or designated adult volunteer must be present the entire meet at pool side. No one will be allowed on the pool deck or in the scoring area without a name badge. Be ready to direct your swimmers and workers to the proper location within the pool area. Remind family members that they must stay in the spectator balcony unless they are reporting to work. Swimmers must stay in the designated team area until they are called to report to the clerk-of-course. No swimmer will be re-seeded if they miss their heat.

Take attendance and report any scratches to the Computer Table

Signs will be posted telling where and when workers should report. Workers should check in at the score table to receive their name badge and check their name off on the master list of workers.

The team clerk(s)-of-course will assist the parent rep in supervising the team in the designated team area during the entire meet. In addition, the team clerks-of-course are responsible for locating swimmers and taking them to the clerk-of-course at the appropriate time. The team clerks-of-course must monitor the posting of events on the event board to determine the proper time for each age and event. The team clerks-of-course should make sure that each swimmer has their event/heat/lane assignment written on their hand/leg/arm or are carrying an index card with that information. Any swimmer not reporting on time will be designated a no-show in the event.

Clean-up

At the end of the meet, the parent representative should plan to collect all stopwatches from your team timers. Supervise swimmers in cleaning up their designated area. Clean up your team area and encourage your parents to pick up their areas in the spectator stands. No trophies or ribbons will be given to parent reps until a DSSL board member has checked your team area and signed you out. Get your team bag of ribbons and your trophy from the scoring area.

Be sure that all swimmers for your team have a ride home. The parent representative or his/her designee should be the last person from the team to leave.

Hospitality

A hospitality area/room will be set up for all volunteers. The Championship Committee will ask for or appoint teams to set this area up for the entire meet. The volunteers assigned to the hospitality room are responsible for bringing refreshments - water - to the Championship Meet Volunteers.

Insurance

An insurance policy must be purchased to provide coverage for the entire meet as required in the contract with the pool facility. Contact Carolyn Browning at Forrester Insurance of Durham for details and charges.

T-shirt Sales

A member team may choose to take charge of the T-shirt sales and all profits will go to the DSSL.

Snack Bar

The snack bar will be operated by UNC athletics. All profits go to UNC athletics.

US Swimming Information

US Swimming Clubs may operate informational tables at the Championship Meet only with the permission of DSSL. The USS Clubs are responsible for setting up and cleaning of their areas. Only literature/flyers are to be handed out - no balloons, pins, or other material that may litter the grounds is allowed.

Jodi Brookhart Award

The Jodi Brookhart award is given to a swimmer who displays special courage, determination and dedication to the sport of swimming. Jodi has been known for these qualities in her life and in swimming.

The individual. selected for this award is, not the most-highly competitive, award-winning swimmer. It is given to a swimmer who inspires others and. who has overcome obstacles to participate in this sport.

The nomination of an individual for this award must be confidential. Please submit a completed application by July 1. Please do not inform a swimmer of their nomination. Both the parent representative and the head coach must nominate the swimmer. The Championship Committee will evaluate the nominations. A plaque will be presented to the winning swimmer at the DSSL Championship meet at the end of the season.

Swimmer/Coach Ten Year Service Award

DSSL will sponsor a certificate recognizing swimmers and coaches who have participated in the DSSL ten or more years.

Awards (Ribbons and Medals)

The Durham Summer Swim League will provide place ribbons (first through sixth place) for all regular season swim meets. The DSSL will also provide medals for first through third place and place ribbons for fourth through twelfth place at the championship meet at the end of the season. At that meet, ribbons are awarded for swimmers who score points for their team but do not place in the top twelve finishes and participant and heat winner ribbons are awarded as well.

Your team may choose to award ribbons for heat winners, and place ribbons for intrasquad meets. You also may want to award trophies or special ribbons to team members at the end of the season. The DSSL does not provide these items.

Below is a list of vendors who have been used to provide ribbons and awards for DSSL and other area teams. You may find them useful when ordering your ribbons and awards.

Ribbons

Hodges Badge Company, Inc.
PO Box 1290
Portsmouth, RI 02871
800-556-2440
401-682-2000

Kam Awards
6762 Bramble Ave.
Cincinnati, OH 45227
513-561-5530

Trophies

Tarheel Trophy and Plaque
3316 Guess Road
Durham
477-8989

TJ's Sportwide Trophy and Awards, Inc.
PO Box 1450
Dover, NJ 07802-1450
800-762-0049

APPENDIX A

Meet Officials and their Duties

MEET DIRECTOR

There shall be one-Meet director for each meet.

Your main function is to oversee the overall fairness of the meet. To this end, you may overrule any meet official on a point of rule interpretation or on a judgment decision. (You should first explain any such overruling to the coaches and appropriate officials.)

Before the meet, introduce yourself to the home and visiting team coaches and to stroke and place judges.

Meet with stroke judges to discuss DQ standards and to ensure comparable enforcement of standards.

Meet with place judges to remind them not to exchange information by hand signals.

Monitor stroke judge DQs during the meet; if DQ standards are significantly different, call stroke judges and coaches together and attempt to reach a consensus.

Attempt to observe the order of close finishes; keep an ongoing and accessible record of all finishes you observe, including event name and heat number. Be available to the scorers to assist in resolving disagreements on place judge finishes. Periodically check with scorers to see if assistance is needed.

Act as an independent arbiter in the event of questions about rules or disputes of any sort. (The home team parent rep should have a current copy of USS Rules and Regulations, DSSL By-laws, and this DSSL Parent Rep Handbook for ready reference.)

STROKE JUDGE

Stroke judges must be properly trained in that capacity. At least two stroke clinics will be scheduled by the DSSL during the preseason. All stroke judges regardless of their DSSL experience must attend one session. Each judge is responsible for observing those swimmers in his/her designated lanes with regard to stroke, turn, and touch at the finish.

Swimmers in all age categories are expected to swim the strokes in the proper manner, obvious infractions of stroke, turn or finish rules should be disqualified, regardless of swimmer age.

For each infraction observed, fill out a stroke DQ slip indicating the event, heat, lane number, and explanation of the fault. An infraction must have dual confirmation from both Judges. At the end of the heat, raise your hand, displaying the DQ slip, to indicate to the runner that you have stroke slips to be collected.

Explanation for the DQ may be given to the coach, but should not unnecessarily delay the meet in so doing.

The stroke judges switch sides of the pool after the last breast stroke event.

PLACE JUDGE

Prior to each heat, circle the appropriate event identifiers at the top of the place form, being particularly careful that you have the correct age, gender and heat number. Decide the order of finish in each heat based on the order in which the swimmers touch the wall. (You may call a tie between two or more swimmers.)

Fill out the place judge form accordingly, 1 form per heat. Only fill in finishes for which you are sure. (You may leave out places, e.g., in a 6-lane pool if you saw lane 3 first, lane 4 second, lane 6 third,

Call 'Swimmers, take your mark,' then pause just long enough to ensure that all swimmers have assumed a motionless ready position, and fire the starting gun. No swimmer may be in motion when the gun is fired. If a swimmer is in motion after assuming a ready position but before the gun is fired, tell all swimmers to stand up, explain the reason to the swimmers, wait a few seconds, give the 'Swimmers, take your mark' signal, and start again.

weren't sure which lanes finished fourth and fifth but saw lane 1 finish last, complete the slip accordingly.)

Give your place slips to the runner.

Note: Place judges work in pairs, one from each team. The two teams should stand on opposite sides of the finish line. All judges should observe as many finishes as possible. Only one judge from each pair writes a slip. You need not agree. In case of disagreement, write the finish as observed by each place judge. The scorers and the meet director will resolve any conflicts. Do not use hand signals to communicate results to the other pair. **Again, the scorers and the meet director will resolve conflicts.**

STARTER

Direct swimmers to step up onto the starting blocks (or into the water for backstroke). Announce to the swimmers and spectators, the distance, event and heat number. Have a notepad and pencil to help keep track. Ask if stroke judges, place judges, and timers (for the lanes in which a swimmer is on the block) are ready before starting each heat. A raised hand is a ready signal. Do not start the heat until all officials have given the ready signal.

If a swimmer false-starts and the gun has been fired, a false start is signaled by firing one or more blank shots, sounding a bullhorn, and/or dropping the recall rope. (At the starters' discretion, the next scheduled heat may be swum before restarting the false-started heat; be sure all judges and timers are aware that a heat is being delayed.)

Identify which lane(s) false-started. (Swimmers entering pool because of motion by another swimmer have not necessarily false-started.) If a particular swimmer false-starts twice in one event, he/she is DQd. The starter shall ask the swimmer to leave the starting block.

Although it is preferable to use a buzzer at dual meets, not all teams own a starting system. Therefore, in order to give the younger swimmers the best opportunity to swim well in a dual meet, swimmers in the 6&U and 7&8 age groups will be started using a whistle instead of a gun. The DSSL also recommends that coaches who anticipate using the whistle for starting these age groups practice meet starts using a whistle in practice.

HEAD TIMER

Approximately 15 minutes before start time, gather all timers together. Run a test of stopwatch and timer accuracy. Give a start signal, wait about 20-40 seconds and give a stop signal with your hand. Repeat the test if necessary. All watch times should be within about 0.2 second.

If there is a discrepancy, determine whether the problem is with the timer's technique or the stopwatch by trading watches and repeating the test. Make adjustments as needed to ensure fairness to all swimmers. Generally, oversee the timing function, answer questions, and act as a back-up timer. Be available to substitute (or to assign one of the alternate timers) for any timer who misses the start or who is assigned to the lane in which their own child is swimming.

Ask timers to report to you if they are consistently recording differences of 0.2 second or more. Attempt to determine the cause of such differences by timing several heats in that lane yourself. Assign an alternate timer to replace any timer having significant difficulties obtaining accurate times.

LANE TIMERS

Approximately 15 minutes before start time, meet with head timer for instructions and accuracy testing. Be sure you have your stopwatch and the home team timers should get clipboards and pencils from their parent rep.

There shall be one timer from each team for each lane, plus 2 alternate timers (1 per team). Prior to each heat, a runner (or the swimmer) will provide to you an entry time card if there is a swimmer on the block in your lane. Verify that the lane number on the card is the lane you are timing. When asked by the starter before each heat, give a raised hand signal to indicate that you are ready.

Verify the swimmer's name on the card, either when he/she steps up on the block for 2 (or 4)-length events, or after the heat has been swum for 1 (or 3)-length events. Do not change heat and/or lane numbers on the cards. Get assistance from the clerk-of-course.

Time each heat in the following manner: start your watch when you see the smoke or flash of the starting gun or, if nothing is visible, when you hear the sound of the gun; stop your watch when the swimmer touches your end of the pool with any part of his/her body. If you miss the start, signal the head timer to assist your lane with a third watch.

Timers may cushion a swimmer's head with his/her hand, but no external object (e.g., kick board) may be used. Cushioning is not advised; it may distract from your primary job of getting the correct time. Cushioning will not be allowed at the championship meet.

Legibly record stopwatch times of both timers (or more if alternates or head timer also timed) to the nearest hundredth of a second on the swimmer's card. If the swimmer false-started twice and was DQ'd by the starter or if the swimmer did not finish the race, write 'DQ' as the time. Give the card to the runner. Do not indicate ready to the starter for the next heat until the card has been picked up.

At the end of the meet, return the stopwatch, clipboard, and pencil to your parent rep.

CLERK-OF-COURSE

The clerk-of-course is critical to keeping the meet moving without delays between heats. At all times there should be one heat of swimmers on the blocks, one heat waiting behind the blocks, and 3-5 heats lined up, with the first of these ready to move to the starting area.

You will need a pencil or pen to make changes as required on the time cards. For each event, call out swimmers' names in order of participation, using the presorted time cards, and direct the swimmers to be seated on chairs/benches by heat and lane number. Give swimmers their time cards as they are directed to their seats. Remind the swimmers that they must not leave their seats until directed to do so by the clerk-of-course or an assistant.

Try to keep three to five heats lined up and ready throughout the meet. Direct the front row of swimmers to the starting area as each heat is started. An assistant clerk-of-course will lead younger swimmers to the starting area. Move swimmers forward in rows.

In the event of no-shows, mark the card(s) with 'NS' and give to a runner. You may either leave those lanes empty or adjust swimmers in heats to decrease the total number of heats. If you make adjustments, be sure to change the heat and lane numbers on the time cards of all affected swimmers. Never let just one swimmer swim in a heat - move a swimmer up or back, or combine events if needed. Also, move

You will receive from the time averagers, a stack of time cards for each heat (DQ slips stapled to the appropriate cards), and the associated place forms. Recheck that DQ slips are attached to correct time card and set those cards aside. Determine event places 1 through 6 by using the 'Rules For Scoring': Appendix B.

swimmers to lanes adjacent to other swimmers, rather than leave them alone on the outside lane. In both cases, be sure to change the heat and lane numbers on time cards as appropriate.

ASSISTANT CLERK-OF-COURSE

Report to the clerk-of-course at least 15 minutes before start time. Assist the clerk-of-course in lining up swimmers, especially visiting team members, and in leading younger swimmers to the starting area and lining them up behind the proper starting block(s).

RUNNER

Meet with the home team parent rep approximately 15 minutes before the start of the meet. You will be given instructions specific to the home team pool layout and the location of the time-averagers (or scorers) where you will deliver the cards and slips for each heat. You will be told where to locate the place judges, stroke judges, and meet director.

For 1 (or 3)-length events, take the time cards from the swimmers waiting behind the blocks and deliver them to appropriate timers at the other end of the pool (taking care not to disturb them if they are currently timing another heat) as the swimmers are stepping up onto the blocks. Be careful that each card is delivered to the correct lane. (For 2 (or 4)-length events, timers are standing by the blocks so swimmers can hand their cards to the timers directly.)

At the end of the heat, collect the cards from the timers, DQ slips from both stroke judging pairs, place forms from both pairs of place judges, and deliver everything together to the time-averagers (or scorers) as you were directed by the parent rep prior to the meet. Return to starting area, ready to repeat the procedure with another heat.

TIME-AVERAGER

Prior to the meet, obtain a calculator from your parent rep. Receive from the runner, the results from each heat. Staple any stroke DQ slip(s) to the appropriate swimmer's time card, checking carefully that the event, heat and lane numbers all match. In case of mismatch, have runner recheck with stroke judge that information was correct. The coach may need to be called upon to verify which swimmer was in the affected heat and lane. For DQs, mark 'DQ' as the official time for that swimmer. For all other swimmers, compute the average of the stopwatch times and write the result as the official time. Clip together the time cards for each heat, with the proper place forms and pass these on to the scorers.

Note: Times should be rounded to the nearest hundredth, but .005 should be rounded down.
Examples: 31.876 becomes 31.88, 31.875 becomes 31.87.

At the end of the meet, return the calculator to your parent rep.

SCORER

There will be one scorer from each team. The scorers work together to determine the order of finish of each event, but keep an independent score sheet, checking periodically that they are in agreement, and resolving any differences.

Pass all cards except those for the top three places to the time-recorders and/or ribbon-writers. Record the top three finishers on the score sheet, assigning 5 points to first place, 3 points to second place, and 1 point to third place. In the event of ties, points for the tied places are averaged, with the average given to

each swimmer (team). For example, if two swimmers tied for first, each swimmer would be assigned first place and receive 4 points, with the next finisher placing third and receiving 1 point. In the case that two swimmers tie for third, each receives 1/2 point.

When finished scoring the top six places, give those cards to the time-recorder and/or ribbon-writer. For relay events, each swim team has only one official relay team (normally designated the 'A' team. Determine the order of finish of the official teams, and assign the proper event place on the time card. Write on the score sheet, the name of each team and assign 6 points for first place, 3 points for second. A tie would result in 4.5 points per team. If an official relay team is DQd, the 'B' team may not be scored; only one team would earn points.

Give relay cards to ribbon-writers.

TIME-RECORDER

When you receive a stack of cards from the scorers, separate out all cards for your own team. Fill in swimmer's official times on your official team roster. Any card with a DQ slip attached shall receive an official time of 'DQ'. (The time is invalid, since the stroke was done improperly). Your coach or parent rep may ask you to record each swimmer's times on more than one copy of the roster. You may also be asked to indicate what event place each swimmer was assigned. Your parent rep will instruct you appropriately.

Pass to the ribbon-writer all time cards for swimmers on your team who finished in places 1 through 6. Place all other time cards in box, bag, bin ... as directed by your parent rep. Relay team times need not be recorded but card(s) should be passed to ribbon-writers if the team placed first or second.

RIBBON-WRITER

The time-recorder will pass on to you all time cards for swimmers on your team receiving an event place 1 through 6. Locate the appropriate ribbon and record the information as requested on the back of the ribbon for each swimmer earning an event place. Place completed ribbons (and associated time cards) in box, bag, bin as directed by your parent rep.

Members of a first or second place relay team will each receive an appropriate ribbon. (Names are generally listed on the back of the card.)

- A. Merge heats by time until the 6 fastest swimmers for each event have been determined.
- B. If two swimmers have identical times and swam in different heats, they are considered to have tied.
- C.

APPENDIX B

Rules for Scoring

I. For each heat, check that all place judges were in agreement on the order of finish of that heat.

Note: If any of the top three places have only a single place judge slip available, get the order of finish from the meet director and use that as a second place judge slip. Follow the normal procedures described below. If he/she does not have the finish and the official times of the swimmers are compatible with the single place slip, use that order of finish. Otherwise, the meet director should decide, based on all information available, whether to call the race a tie, or to designate the order of finish based on the times, (e.g., if the times are close, a tie is preferable.)

A. WHEN PLACE JUDGES AGREE

1. Check that the official times (determined by time-averagers) are consistent with the place judges' decision.
2. If not, adjust the official times on the discrepant cards as the average time of those swimmers and write 'PJ' by that time.
3. Sort cards from fastest to slowest, keeping the proper order of cards involved in place judge decisions.
4. Mark the cards with the correct place in that heat. Remember that the place judge decision takes precedence over the swimmers' times, i.e., identical times within a heat are a tie only if the place judges call it that way or they do not agree on the order of finish.
5. Set these cards aside until all heats for this event have been sorted, then go to step II.

B. WHEN PLACE JUDGES DISAGREE

1. Check whether the meet director observed and recorded the order of finish of that heat.
2. If the meet director's order of finish matches one of the place judge decisions, that shall be the official order of finish for the heat.
3. Go back to section A: WHEN PLACE JUDGES AGREE and perform steps 1-5. If the meet director did not record the order of finish, or if his/her order matches none of the place judges, a tie between the disputed lanes is declared.
4. Times for all tied lanes are averaged, with the average assigned as the official time for all lanes.
5. Write 'tie-PJ' by the official time.
6. Go back to section A: WHEN PLACE JUDGES AGREE and perform steps 1-5.

II. Determine order of finish for the event by the following:

- A. If two swimmers have identical times and swam in the same heat, they may or may not have tied depending on the place judge decision.
- B. Write the event places on these 6 cards, giving identical places to tied swimmers and skipping place(s) following the tie, e.g., if two swimmers tie for first, no second place would be assigned; the next card after the first two would get third place.
- C. Whenever a tie is involved, write 'tie' by the event place.

Each team shall provide its own stop watches, calculators, score sheets, time cards, and copies of the team roster. Standardized forms should be used.

The preferable method for signaling starts is a starting gun with blanks. If a gun is not available, a whistle or other sound device may be used as long as it is clearly audible at all starting blocks and to all timers.

APPENDIX C

Facilities and Equipment Suggestions

Starting Blocks (USS 107. 10) (See Note below)

The front edge of the starting platform should not exceed 30 inches in height above the surface of the water and should be flush with the end of the pool. The surface of the block should be not less than 20 inches square with a maximum slope toward the pool of 10 degrees. The top must be covered with a non-skid material. Starting grips for backstroke starts should be placed between .3 and .8 meters above the surface of the water.

Lane Lines (USS 107.13)

Tightly stretched, easily visible floating lane markers, with sufficient floats to clearly mark the limits of each lane, shall be provided for all meets. Lanes should be numbered from right to left as the swimmers stand on the starting blocks.

Backstroke Flags (USS 107.14)

Backstroke flags must be suspended over each lane 15 feet from each end of the pool. These must be clearly visible, with two or more alternating colors.

Provisions for Recall

The preferable recall method in the event of a false start is a recall rope which can be dropped across the pool about 36 feet from take-off. In addition to the recall rope, a bullhorn, loud whistle, or double shots from the starting gun may be used to signal a false start.

Sound Starting Device

Equipment and Supplies

The home team shall supply pencils, pens, staplers (2 minimum) and staples, paper clips, clipboards for timers, and ribbons for the meet. Ribbons are provided to each parent rep by the league at the beginning of the season, based on the number of home meets for that team.

NOTE: Several years ago, the High School Athletic Association adopted recommended water depth guidelines for starts in a competitive pool. They now require that there be 4 ft. of water at the starting end for use of the normal starting block. In pools with water depth 3'6" - 4' at the starting end (which is measured at the end wall or any point within 12" of the end wall), the starting platforms can be no more than 18" above the water surface, or the swimmers must start from the deck. In pools that have a water depth of less than 3'6' at the starting end, the swimmers must now start in the water.

APPENDIX D

Directory of DSSL Member Clubs

For directions to member pools, see the DSSL website: <http://www.durhamsummerswimleague.com/>

Black Horse Run (Racers) S. Lowell Road Bahama, NC	5 lanes, 25 yards
Croasdaile Country Club (Crocodiles) 3800 Farmgate Avenue Durham, NC 27705	6 lanes, 25 meters 383-1591
Duke Faculty Club (Aqua Devils) West Campus Durham, NC	6 lanes, 25 yards 684-6672
Eno Valley Swim and Racquet Club (Orcas) 635 Rippling Stream Road Durham, NC 27704	6 lanes, 25 yards 477-9042
Fairfield (Fins) Rosemont Parkway Durham, NC 27713	6 lanes, 25 yards 544-9888
Five Oaks Country Club (Stingrays) 5109 Pine Cone Drive Durham, NC 27707	6 lanes, 25 yards 493-1495
Garrett Farms (Gators) Cottonwood Drive Durham, NC 27707	6 lanes, 25 yards
Hardscrabble (Hippos) Hardscrabble Drive & St. Mary's Road Durham, NC	6 lanes, 25 yards
Homestead Heights (Hammerheads) 836 Horton Road	4 lanes, 33.3 yards 477-0892

Durham, NC 27704

Hope Valley Country Club (Hurricanes)

3303 Dover Road

Durham, NC 27707

6 lanes, 33.3 yards

489-6565

Hope Valley Farms (Flying Fish)

South Roxboro Road

Durham, NC 27713

8 lanes, 25 yards

493-3228

Parkwood Swim Club (Piranhas)

Clermont Road

Durham, NC 27713

4 lanes, 25 yards

544-5131

Treyburn Country Club (Tide)

Old Trail Drive

Durham, NC

6 lanes, 25 yards

620-0184

Umstead Pines at Willowhaven (Wave)

253 Country Club Drive,

Durham, NC

6 lanes, 25 yards

383-5511

Vance Aquatics (Barracudas)

Oxford Park Rd.

Oxford, NC

6 lanes, 25 yards

Woodcroft Swim Club (Whirlwinds)

1203 Woodcroft Parkway

Durham, NC

8 lanes, 25 yards

489-7705

APPENDIX E

Forms for Dual Meets

On the following pages are standardized forms, all in copy-ready form. These include: Stroke DQ Forms, Place Forms, Score Sheet, Team Roster Form (used by Time Recorder), and Meet Entry Cards.

Before you copy the Team Roster and Meet Entry Cards, it is a good idea to fill in your club name in the spaces provided.

Stroke DQ Forms and Place Forms should be cut and padded by the copy center.

Meet Entry Cards should be printed on heavy stock (pink for girls, blue for boys) and cut by the copy center.

In calculating the required number of copies of each page, remember that there are at least 48 events in each meet. Multiply that by the number of meets scheduled for the season, and allow for multiple heats of each event based on the sizes of the teams at each meet and the number of lanes available.

Type swimmers names and birth dates on master copy of the team roster, in order of age and sex: 6 & under girls, 6 & under boys, 7-8 girls, 7-8 boys, etc. Leave blank lines in each category if you are likely to be adding more swimmers as the season progresses (to avoid retyping the whole form). An example of a properly completed form is also included.

The team roster is prepared for a meet by making a copy of the master team roster and using the copy as follows:

1. Fill in meet information at the top of the roster. Be sure to indicate home location of the meet and the date. Include length of pool if not 25 yards.
2. Place a large X in the time space for any swimmer who is not swimming in that event.
3. Cross out the names of any swimmers listed on the roster who are not attending the meet.
4. Make 2-3 additional copies of this meet roster as required by the procedures of your club and your coach.

On the score sheets, swimmers should be listed in order of place. There is space for four places in each event in case of a tie for third place. (Since the same events will be swum in the same order in all dual meets, you may wish to make up a meet master by filling in all the event descriptions on copies of the score sheet, and then have copies of the master made, using one for each meet.) Be sure to keep a blank score sheet in your handbook in case of future changes in events.