

**J. Championship Management**

1. When asked, any pool will assume responsibility for at least one preliminary session of an all-league meet or a championship.
  - a. When no team steps forward in a specific division to host a championship, the Board will assign the responsible team based on the longest time away from hosting a championship or all-league meet.
  - b. When two or more teams desire to host the same event, the same process will be used based on that specific event.
  - c. The financial agreement between those clubs who agree to host a Division Championship, League Preliminary, or the League Championship Final and the Midlakes Board is outlined in APPENDIX B of the Operating Plan.
2. Each club will furnish one watch for every 1-8 swimmers entered in the League Preliminaries and Div. Championships. Each club will provide two watches for the League Championships. Digital watches are required for all Preliminaries and Championships. It will be up to each host club to determine how many timers and officials it needs for the Div. Championships. Timers must have timed in a minimum of two dual meets. The name and telephone number of each timer is to be submitted on the required volunteer form accompanying meet entries.
  - a. Certified S & T officials will be provided by host clubs for Division Championships.
3. There shall be three timers on each lane for the Div. Championships and all League Prelim meets with digital watches, or two timers and an electronic timing system. There shall be two back-up timers assigned, one to each side of the pool, with digital watches. Final placement in each event will be determined by the official time from each lane.
4. Electronic timing will be utilized at the League Championship meet, and will be hired and paid by the League. Two hand-held timers will be assigned to each lane at the League Championship Meet.
5. In the League Championship meet, 25 yard races (where electronic timing cannot be utilized) will have two timers per lane and four place Judges assigned to determine final placement.
6. A host club's Board will appoint stroke and turn judges, a referee, and a starter for the Div. Championship meet.
  - a. The Midlakes Officials Administrator may be contacted to help with the recruitment of officials for Division Championship meets.
7. The Midlakes Board will be responsible to recruit and assign USA Swimming Certified officials (meet referee, deck referee, starters & judges) for the League Preliminaries and Championship meets.
8. All officials must report to the scheduled officials meeting prior to the start of the meet.
9. League prelims will start at 4:00 p.m., unless permission for a change has been granted by the Board.
10. The Midlakes Board will be responsible to hire and pay for computer assistance in seeding, preparation of heat sheets and results for all League Prelim and Championship meets. The host club for Divisional Championships is responsible for this individual(s).
11. Heat sheets at all championship meets, including prelims, shall list swimmer's entry times.
12. The host club should submit prelim and League Championship results to the League Webmaster for posting to the website. League preliminary results should be sent at the completion of the days events.

13. **Meet Referee** - A volunteer, appointed by the Midlakes' Rep for officials, who is familiar with U.S. Swimming rules and regulations. Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed.
14. **Deck Referee** - A volunteer who is assigned by the meet referee to act as a back-up to the meet referee when required during the meet.
15. **Meet Director** - Shall be appointed by the meet host club and in most cases is a volunteer parent. Responsibilities include, but are not limited to: preparing the facility; arranging for volunteer personnel, equipment, and supplies necessary for meet operation.
16. **Midlakes Consultant** - At League prelims and championships, the Midlakes board president and/or any other Midlakes board member(s) appointed by the president, will serve as a resource to help the Meet Referee in the interpretation of any Midlakes rules. As necessary this person will act as a liaison between the Meet Referee and coaches, clerks of course or computer data entry operators.
17. **Scratch (from an event)** - Withdraw an entry from competition.
18. **No-show** - Failure to arrive at the starting block in time for an event in which the swimmer (relay team) was entered.