

Sacramento Swim League

Dual Meet Handbook

Introduction

The Sacramento Swim League was formed for swimmers who wish to swim recreationally. Parent volunteers are essential to the success of the program. This manual was designed with job descriptions to guide all teams in running their dual meets as efficiently and uniformly as possible. It should be used as a guide in organizing your team and planning meets.

Please make copies of each chapter and give it to the work area chairperson. A copy of the entire binder should be given to your Meet Director. Ask all work area chairpeople for input at the end of the season in evaluating each work area.

Please keep the original manual in a safe place so it can be used in future years.

There will, undoubtedly, be changes in the procedures as we find better ways to accomplish these jobs. Any suggestions for revision should be forwarded to the league Vice President.

Team Organization

The following committees are needed to make the meet run smoothly. One chairperson who is responsible for the area of responsibility heads each committee. The committee chairs work under the direction of the meet director.

Announcer	CIA	Computer	Hospitality
Meet Referee*	Ready Bench	Ribbons	Runner
Set Up/Clean Up	Snack Bar	Starter	Stroke & Turn
Team Parent	Timers		

The following people are essential in running the swim team:

- Volunteer Coordinator
- Swimmer Check-in at swim meets
- Parents check-in at swim meets
- Team Accessory Coordinator (team suits, team tee shirts, sweats, water bottles, mugs, etc)
- Coordinator for team fun day/parties
- Coordinator of the team newsletter
- Communications Coordinator (team bulletin board/announcement board/email)
- Team Photographer

**EDUCATING NON-USA SWIMMING MEMBERS ON
ATHLETE PROTECTION: PHOTOGRAPHY BEHIND**

THE STARTING BLOCKS

Purpose:

The purpose of this letter is to alert you to a potential issue that you may face when volunteering as an Official and to provide some guidance on how to deal with it.

Background of the Problem:

With the passage of the Athlete Protection Education & Training at the 2010 USA Swimming Convention, the House of Delegates decided to educate all non-athlete Members of USA Swimming. There is even talk that at the 2013 USA Swimming Convention, there will be some kind of education requirement for the swimmers and parents.

Previously, non-athlete Members of USA Swimming only had to pay their membership fee and they were considered members of the organization for the current swimming year. But things changed in the swimming year of 2011, when each non-athlete member was required to pass a Criminal Background Check, which is good for two years, before being allowed to work the swimming pool deck. In the swimming year of 2012, each non-athlete member of USA Swimming had to complete an Athlete Protection Training course, which is also only good for two years, before they would become members of USA Swimming.

Along with this legislation for non-athlete members of USA Swimming, the 2011 House of Delegates, passed legislation that stated that the, "Use of audio or visual recording devices, including a cell phone, would not be permitted in changing areas, rest rooms or lockers rooms." Some Local Swimming Committees (LSC's) went beyond this to also suggest that Teams and LSC's would not allow any filming from behind the starting blocks at any time. Sierra Nevada Swimming recently passed a policy that basically says the use of audio or visual recording devices, including a cell phone, would not be permitted behind the starting blocks at any time, as well. We are all working hard to protect the athlete from anyone who might endanger the swimmer.

There have been many instances in the past six months, in our own LSC, that have brought athlete protection to our attention. At a local recreational swim league championship this past summer, there was a person dressed as a parent with a lei around their neck, just like other Team Parents, who was taking cell phone videos of swimmers from behind the block, to be sued for distribution to the world from a child pornography organization in China. There was a person taking photos from behind the block of young girls, with a large camera, which had a telephoto lens, in preparation of taking pictures of his son, who was in the next event. There were some young girls taking cell phone videos in the showers, after practice, not thinking this action was harmful. There recently was a parent using his cell phone to take pictures of his son, while he was standing from behind the starting block at one of our own trials and finals meets.

Thoughts on How to deal With the Problem:

You should be mindful of the fact that most of the people attempting to film from behind the starting blocks are parents of swimmers. They may not yet have been educated on the harmful effects that some of these photos can have on innocent children, whose privacy is paramount in their lives, and the steps that USA Swimming and our LSC have taken to address them. Most parents have no idea what we are talking about when we say there will be no filming from behind the starting blocks, because they have been doing this for years. How many rolls of film, digital images or videos do you have of your swimmers, from behind the starting blocks while they are starting? We all use to film and take photographs of our children from behind the starting blocks, when they were swimming or starting. We can't do this anymore because we need to protect the swimmer from people out there who might endanger our children.

As an Official, you should look out for people using any camera or cell phone from behind the starting blocks just as you would watch for any safety hazard or an illegal swimsuit. When someone is spotted, please ask him or her politely not to continue. Briefly explain that this is a Sierra Nevada Swimming and the host Team's "Best Practice" policy that there will be no photography, including using the cell phone, from behind the

starting blocks. You may also suggest that they may photograph their athlete from anywhere else but behind the starting blocks. You need to be polite and educational at the same time, mindful of the fact that they may have never heard of the Athlete Protection Program. They may also (understandably) think that they have a perfect right to photograph their athlete. (This, of course, is true but from the standpoint of protecting all athletes the best way to accomplish this is to apply the rule to everyone, including well-meaning parents.)

If they continue filming, or become confrontational with you, please ask the Meet Referee to get involved. The Meet Referee can then defuse the situation by being very polite and educational or by finding the parent's Coaches and asking for their help. We don't want any of you to get into a confrontation with the photographer. Do not attempt to confiscate the camera or cell phone. That is not required by the "Best Practice" policy and nothing positive will come out of it.

With your help, we all can be proud of knowing that our children are having a safe place to enjoy their swimming experiences for the rest of their lives. We can also help to educate parents that we are doing these things to protect their athlete's children, not to prevent them from photographing their athlete. And finally, these situations can be handled in a professional way avoiding confrontations with well-meaning parents.

Time Frame of a Dual Meet

Friday Night: Set up of the tables and shade needed for the meet.

Saturday (meet day):

- 6 a.m. Snack Bar Crew arrives to set up and make coffee
 - 6:15-6:30 Set up crew arrives to set up equipment for meet
 - 7:00 Snack Bar opens for business
 - Check in table sets up for arriving swimmers and parents
(Visiting team should be provided a table to check in their team)
 - 7:00 Home team arrives and checks in
 - 7:30 Visiting team arrives and checks in
 - Home Team is in the water for warm ups
 - Miscellaneous announcements are made
 - Hospitality table sets up
 - 8:15 Visiting Team is in the water for warm ups
 - Officials available on deck
 - Scratch Meet at the computer table (software now makes this process very quick)
 - The final listing of swimmers and heat/lane assignments is posted; meet sheets are distributed
 - 8:45 Announcer calls the volunteers to review meet rules (timers meeting, stroke & turn meeting, runners meeting)
 - First two event swimmers are called to the Ready Bench
 - 8:55 Timers are seated
 - 8:57 First event swimmers move to behind the timers
 - 9:00 Meet begins
- After event 40 (end of 25 yd. Backstroke) change in event for second shift
- 12:30 Meet concludes
 - Clean up crew breaks down the meet
 - Snack Bar crew cleans up

This is a guide and an optimum timetable. It is often difficult to keep the meet running smoothly and adjustments must be made

Dual Meet

Order of Events

Girls	Sacramento Swim League Order of Events	Boys
1	15-18 200 Freestyle	2
3	9-10 100 yard IM	4
5	11-12 100 yard IM	6
7	13-14 100 yard IM	8
9	15-18 100 yard IM	10
11	6 and under Co-Ed Relay	n/a
13	7-8 100 yard Medley Relay	14
15	9-10 100 yard Medley Relay	16
17	11-12 200 yard Medley Relay	18
19	13-14 200 yard Medley Relay	20
21	15-18 200 yard Medley Relay	22
23	6 and under 25 yard Freestyle	24
25	7-8 25 yard Freestyle	26
27	9-10 25 yard Freestyle	28
29	11-12 50 yard Freestyle	30
31	13-14 50 yard Freestyle	32
33	15-18 50 yard Freestyle	34
35	6 and under 25 yard Backstroke	36
37	7-8 25 yard Backstroke	38
39	9-10 25 yard Backstroke	40
	SUGGESTED SHIFT CHANGE	
41	11-12 50 yard Backstroke	42
43	13-14 50 yard Backstroke	44
45	15-18 100 yard Backstroke	46
47	7-8 50 yard Freestyle	48
49	9-10 50 yard Freestyle	50
51	11-12 100 yard Freestyle	52
53	13-14 100 yard Freestyle	54
55	15-18 100 yard Freestyle	56
57	7-8 25 yard Breaststroke	58
59	9-10 25 yard Breaststroke	60
61	11-12 50 yard Breaststroke	62
63	13-14 50 yard Breaststroke	64
65	15-18 100 yard Breaststroke	66
67	7-8 25 yard Butterfly	68
69	9-10 25 yard Butterfly	70
71	11-12 50 yard Butterfly	72
73	13-14 50 yard Butterfly	74
75	15-18 50 yard Butterfly	76
77	15-18 100 yard Butterfly	78
79	7-8 100 yard Freestyle Relay	80
81	9-10 100 yard Freestyle Relay	82
83	11-12 200 yard Freestyle Relay	84
85	13-14 200 yard Freestyle Relay	86
87	15-18 200 yard Freestyle Relay	88

Order of Events

Championships

Girls	Sacramento Swim League Order of Events	Boys
	SATURDAY	
1	15-18 200 Freestyle	2
3	9-10 100 yard IM	4
5	11-12 100 yard IM	6
7	13-14 100 yard IM	8
9	15-18 100 yard IM	10
11	6 and under 25 yard Freestyle	12
13	7-8 25 yard Freestyle	14
15	9-10 25 yard Freestyle	16
17	11-12 50 yard Freestyle	18
19	13-14 50 yard Freestyle	20
21	15-18 50 yard Freestyle	22
23	6 and under 25 yard Backstroke	24
25	7-8 25 yard Backstroke	26
27	9-10 25 yard Backstroke	28
29	11-12 50 yard Backstroke	30
31	13-14 50 yard Backstroke	32
33	15-18 100 yard Backstroke	34
35	6 and under 100 yard Relay	NA
37	7-8 100 yard Medley Relay	38
39	9-10 100 yard Medley Relay	40
41	11-12 200 yard Medley Relay	42
43	13-14 200 yard Medley Relay	44
45	15-18 200 yard Medley Relay	46
	SUNDAY	
47	7-8 50 yard Freestyle	48
49	9-10 50 yard Freestyle	50
51	11-12 100 yard Freestyle	52
53	13-14 100 yard Freestyle	54
55	15-18 100 yard Freestyle	56
57	7-8 25 yard Breaststroke	58
59	9-10 25 yard Breaststroke	60
61	11-12 50 yard Breaststroke	62
63	13-14 50 yard Breaststroke	64
65	15-18 100 yard Breaststroke	66
67	7-8 25 yard Butterfly	68
69	9-10 25 yard Butterfly	70
71	11-12 50 yard Butterfly	72
73	13-14 50 yard Butterfly	74
75	15-18 50 yard Butterfly	76
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79	7-8 100 yard Freestyle Relay	80
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Sacramento Swim League

Announcer

Job Description

Announcer

The "HOME" team is required to provide an announcer for the meet.

A minimum of three people should be trained for this position. The home meet can be split into two shifts. The first person should arrive early to make preliminary announcements for the start of the meet (for example, announcing the timers training session, announcing the stroke & turn meeting, calling the coaches attention to their warm0-up time, calling the coaches to the scratch meeting. . . .). The second shift is usually divided by the event number There are 87 events and a good break would be just after event 43(the end of the freestyle events).

General duties are to welcome the visiting team (give some background on their team if any is available: coaches names, size of team, location of team, etc.)

Announcements that should be on your agenda:

- General information
- Call coaches and other appropriate meet personnel to the scratch meeting
- Call swimmers to the Ready Area, about 5 events in advance
- Prepare Swimmers for upcoming events
- Announce that the timers should switch ends of the pool before event 23, 29, 35, 57, 61, 67, 71
- Make announcements pertaining to the club
- Make announcements pertaining to Championships
- Make announcements pertaining to the League

Announcer Tips

1. Take your mission seriously
 - There is a right way and a wrong way to announce. If you have been around swimming a few years you have witnessed both. Announcing is actually more difficult than it looks but can be performed well with a little attention to some of the details.
 - Pay attention and take the job seriously. It is very easy to lose track of things if you get too casual about your duties.
2. Strive to announce each race, event number and heat each time.
 - Whenever possible, for every race you should give five pieces of information:
 - ◆ The event number
 - ◆ The type of race
 - ◆ The heat number
 - ◆ Each swimmer's name
 - ◆ The name of the team for each swimmer

This is the key information that parents are looking for. It can feel repetitive and needless to reannounce each one of these items every race. But parents have their attention divided in lots of directions and only pay attention to what the announcer is saying intermittently.

Example: "this is Event 20, Girls 9-10 freestyle, Heat 1; in lane 1 is Donald Duck from Rollingwood, etc."

3. Do not announce when the starter is acting.

- Immediately before the race the starter will prepare the swimmers to take off. This is the one time the announcer should absolutely not be saying anything because the swimmers need to hear the starter. The announcer should wait until the swimmers have taken off to announce the event number, race, heat and swimmers or to make any other announcements.
 - Be mindful of when it is time for the starter to speak to the swimmers. If the announcer is talking the starter generally will wait for you—which will delay the meet.
4. Announcing Relays
 - The easiest and most reliable way to announce a relay is simply to announce each team completely at the beginning of the race. “ This is Event 80, Girls 9-10 Freestyle Relay, Heat 1. In Lane 1 for Del Paso is Daisy Duck, Minnie Mouse, Sabrina Smith, and Mary Poppins” In Lane 2 for Parkway is Lucy.....”
 - It is much more difficult to attempt to announce the swimmers as they enter the pool .
 5. Make other announcements as instructed
 - As an announcer you will be asked to make a variety of announcements including team events, snack bar offerings, championships, etc. Make these announcements as you can These are very important to team communication and should be announced.
 - The Ready Bench will ask to have announced events that should report to that area. These announcements should be made promptly as the meet will be delayed if this does not happen. You may need to repeat these announcements at least once.
 - Announcements can be made when swimmers are in the water (after you have announced the event, race, heat and swimmers) or in between races (don’t announce when the starter is ready to call the next race.
 6. Keep Track of the Event and Heat
 - Mark off on the announcing meet sheet each race. Heats go fast and this can be difficult with other announcements to make also.
 7. Pay Attention to who is in the race.
 - Swimmers do scratch after the meet sheet is printed. Pay attention to who is in the pool as well as what is said on the meet sheet. Do not read a swimmer’s name if the swimmer is not in the pool.
 8. Combined Races
 - To speed up a meet, sometimes Meet Directors combine two events. If this happens and the announcer has not been notified, the announcer should still announce the event and heat. Other information should be announced as it becomes available.
 9. Announcing Winners
 - There is not fixed rule as to whether, to what extent, and how announcers should announce race winners. Typically announcers do not call out the name of winners in the races. If done, the tendency is to announce the winners from the home team more often than the visiting team because the announcer knows the swimmers and the parents. This can lead to a perception of favoritism of the home team.
 - It is possible to occasionally announce winners as long as it is done even-handedly across the competing clubs. Another approach is to reference winners by lane rather than the club.
 10. Announcer Commentary
 - There is no set answer to the role announcers have in entertaining swimmers and their parents during dead space. Commentary can be distracting and seem self-indulgent. But, as the meet

drones on, the announcer may have some role in making the meet experience a bit more entertaining especially if (s)he is an entertaining/funny announcer. Some teams play music during this time, also. Be mindful of noise levels if there are homes/apartments nearby. The noise police have been called to clubs in the past because of commentary/noise that is too loud.

11. Show Good Sportsmanship

- All parents should model good sportsmanship at all times. This is especially true for announcers, the only swim parents with an amplified voice throughout the meet.
- The announcer should not, under any circumstances, root for any swimmers while announcing.
- Good sportsmanship includes giving credit to strong performances by opposing team swimmers and encouraging struggling swimmers by applauding their efforts. Thank the opposing club at some point for participating in the meet.
- Bad sportsmanship includes rooting for swimmers from either team, and excessively celebrating meet point leads by the home team (assuming the points are announced)

12. Plan Ahead to Best Master Swimmer Names

- Make a good faith effort to get the name right—no one likes to have their name mispronounced—especially broadcast. The home announcer is expected to correctly pronounce the names of home team swimmers (seek out parents/friends before the meet to make a phonetic list of the home team swimmers) and as much as possible the visiting team swimmers (look through the meet sheet ahead of time for tricky names)
- The announcer for the second shift can listen to the announcer from the first shift to see how names are pronounced.

13. Announcer advice to Swimmers and Volunteers

- A few announcements that help the meet:
 - ◆ Encourage times to assist younger swimmers getting out of the pool (if necessary pull BOTH arms—not one)
 - ◆ On backstroke encourage timers to place their hands against the end of the pool so swimmers don't crash into the wall.

14. Be Team Neutral

- While the announcer undoubtedly knows more swimmers from the home team than the visiting team, refrain from making more comments regarding the home team's swimmers. The announcer should be mindful of the rules of objectivity that need to be observed by all volunteers.
- Visiting teams appreciate efforts by the announcer to give recognition of swimmers, volunteers, etc. It promotes good will for the club.

15. Announcing Fast Heats

- The announcer may need to talk faster in shorter events but should always be able to complete the full announcement including the swimmers before the race has finished.
- In announcing for multi-team events such as Champs, some adaptations may need to be made. Some adaptations include announcing the event and heat before the starter prepares the swimmers or eliminating the race description.

16. Articulate, articulate, articulate

- A mumbling announcer is very challenging. Try to be as clear as possible.
- Do not announce the race as an announcer for horse races. These are swimmers, not horses!

17. The Announcer is one of the faces of the club

- The announcer is one of the more visible faces of the club. Announcers should always remember that in how they talk and behave as announcers.

Sacramento Swim League

Hospitality

Job Description

Hospitality

Volunteers for Hospitality are responsible for serving cold refreshments and light snacks to the parents and coaches working on the pool deck at home meets. The refreshments are traditionally ice tea, lemonade, and ice water on warm days and coffee and hot tea on cold mornings. Each club should determine the number of volunteers needed for each shift and fill accordingly. The home team is responsible for providing the beverages, ice, and cups needed for the meet. Generally, at least three volunteers should work together distributing the beverages.

The Hospitality Chair is responsible for purchasing food and drinks to be served. This should be a reimbursement from the home team. The Chair will be preparing food and drink items in advance of the meet start time (mixing lemonade or iced tea powders and cutting up fruit, etc)

The Chair organizes the club's hospitality committee for first and second shifts. These volunteers serve the snacks and drinks to working volunteers and coaches. A good timeline would be to serve every half hour.

Items needed for home meets:

- Igloo 5 gallon coolers
- Ice
- Water, Gatorade, ice tea, lemonade
- Fruit: cut up berries, melons, grapes...
- Snacks: goldfish, pretzels, trail mix, nuts.....
- One rolling cart or several serving trays to facilitate the delivery of snacks and drinks poolside
- Numerous small plastic condiment containers for serving snacks
- Many 10-16 oz. plastic beverage containers for drinks
- Ladles for dishing out snacks.

MEET REFEREE

Job Description

Meet Referee

NOTE: At the present time this position is part of the Meet Director's duties.

The Meet Referee is the final authority regarding the conduct, scoring, and fairness of the meet. The Referee must be fair and objective. The referee represents the league, not the home team. The job is to make sure the rules are obeyed and that there is no unfair advantage.

Know your pool's local "ground" rules, i.e.: stairs in diving areas, shallow diving area, five land pool (and how the meet is written in this circumstance), etc.

Be on time and accessible. You are part of the countdown to the timely starting of the meet.

Meet with the stroke and turn officials and be sure that early take-off judges for relay events are available. Check to see that the meet is set up properly and that the teams have had time to warm up. Be sure to check on backstroke flags and the false start rope.

Other duties you are responsible for:

- Check number of swims per swimmer vs. the number allowed to be officially swum in a dual meet.
- Check for unregistered swimmers. Swimmers cannot swim until registration is complete.

Meeting with Stroke & Turn Officials:

- Remind them of the league philosophy: This is a recreational league; we seek positive atmosphere and positive feelings for the swimmers. The best meets are won in the pool, not at the scorer's table. Remind them also to concentrate on DQs.
- Review house rules
- Review strokes (or have head home team stroke & turn discuss interpretations).
- *Note:* Either team may indicate that they have swimmers with special needs. A decision on how to handle the Stroke and Turn for these swimmers needs to be made at this time.

Sacramento Swim League

MEET DIRECTOR

Job Description

Meet Director

The Dual Meet Director is responsible for the planning, set-up, and overall direction of the swim meet. The following briefly summarizes the Meet Director's duties:

1. Contact the Meet Director from the opposing team early in the week prior to the meet to welcome them and discuss any special circumstances of the meet (physical difficulties, time restraints, etc). Be sure meet entries are submitted to the computer chair on time.
2. Make special arrangements to welcome the visiting team (signs, announcements, etc)
3. Assure the preparation of the physical set-up of the meet location including but not limited to lane lines, starting blocks, backstroke flags, an appropriate number of accurate stop watches for back up and as necessary, timer chairs for each lane, ready benches or chairs, and an adequate public address system that can be heard by all participants and spectators. Check the facility regularly during the meet for difficulties; fix any problems or delegate someone to fix them.
4. Make the pool available to home and visiting teams for an appropriate wrap-up time prior to the meet.
5. Meet with officials before the meet to go over any unusual circumstances for the day.
6. Assure that all officials are on deck and ready to perform their individual jobs at the start of the meet and at shift change. The Director should make all necessary arrangements to provide skilled officials for the meet. Check with the volunteer coordinator/committee chairs to be sure they have enough workers several times during the meet; find volunteers as needed.
7. Bring the coaches and meet referee* to the scoring table to conduct the scratch meet.
8. Start the meet on time and keep the meet running in an efficient manner even if combining events is necessary. This can be done after proper notification to coaches, head scorer, clerk of the course and referee*.
9. Facilitate challenges to stroke & turn calls; the head stroke & turn should first handle the complaint as far as reviewing what happened, then discuss between head stroke & turn and Meet Director to and bring to a conclusion.
10. Take any and all steps to make the meet a successful and pleasant experience for swimmers and spectators. Some unofficial suggestions are:
 - Provide hospitality crew to pass out refreshments to coaches and officials.
 - Keep officials fresh by providing timely relief
 - Publicize available snacks and refreshments to the visiting team prior to the meet
 - Keep swim and spectator area clean, safe, and free of litter
 - Provide officials with badges or special attire to identify them.
 - Encourage proper, nonpartisanship officiating by all meet officials
 - Discourage unnecessary distraction of meet officials during critical parts of the meet when they are carrying out their assigned duties.
11. Keep an eye on the pool for any malfunctioning equipment. Repair as necessary.
12. Confirm the finish of the meet, any league records and the final scores recorded and that the statistics are provided to the league registrar.
13. Assure there are personnel to take down equipment and clean up from the meet.
14. Remind the League Sportsmanship Committee to complete their online surveys within 24 hours.
15. Provide a list of announcements for the day for the announcers. This is helpful to the announcers and should be in writing.
 - Welcome the visiting team
 - Be sure announcers have a phonetic listing of swimmers with difficult to pronounce names. This will help them prepare for Champs.
 - Who the coaches are for each team.
 - What the team mascot is. At this time it is:
 - Arden Arcade Piranhas
 - Parkway Dolphins
 - Rollingwood rockets
 - Sutter Lawn Tsunamis
 - Del Paso Squid Squad
 - Sacramento Stingrays
 - If ads are being sold for Champs push that.
 - If a team event is upcoming, announce it and how to sign up (this includes picture day, team outings, make-up picture day, end of season Awards night, Champs and associated activities)
 - Private lesson opportunities (if applicable)
 - Thank anyone who is doing something special
 - Upcoming club events
 - If clothing (either tees or Champs) is being sold, push that and how to order.
 - Announcements of special team (or age group) assignments for the day.
 - At the end of the meet thank the visiting team for coming (both publicly and individually)
 - Sometimes there is a raffle; announce regularly

- New upcoming events on the bulletin board/website

Usually announcers will do a great job, but you need to give them a list of the events that are appropriate to push and the details behind it.

*Currently the Meet Director acts as the Meet Referee when needed

Sacramento Swim League

READY BENCH

CLERK OF THE COURSE

Job Description

READY BENCH

The basis of Ready Bench is to organize swimmer in events, lanes and relay order and to keep the flow of the meet moving smoothly and in an orderly fashion.

Number of volunteers needed for a Home Meet:

- 1 Clerk of the course--checks in swimmers
- 2 helpers--to sort and seat swimmers
- 1 escort to assist younger swimmers going from chairs to blocks
- 1 team parent for 6 & under swimmers when on Ready Bench
- 1 team parent for the 7/8 swimmers when on Ready Bench
- 1 team parent for the 9/10 swimmers when on Ready Bench

Number of volunteers needed for an Away Meet:

- 1 helper --to sort and seat swimmers
- 1 team parent for 6 & under swimmers when on Ready Bench
- 1 team parent for the 7/8 swimmers when on Ready Bench
- 1 team parent for the 9/10 swimmers when on Ready Bench

READY BENCH SET-UP

The Ready Bench set-up should include:

- Clip board, pens, 1 table, 3 chairs
- Meet sheets (obtain after scratch meet)
 - 1 for clerk of the course
 - 2 for the 1st and 2nd ready bench helpers
- 4 benches set up in rows (should accommodate 1 full race of swimmers)
- The home team should provide enough benches to accommodate both teams

Before meet responsibilities

1. Arrange ready bench area behind and away from the timers. Designate areas swimmers and non-officials are not to be in.
2. Arrange benches or chairs behind tiers for swimmers waiting for the blocks to be available.
3. Arrange table and chairs for Clerk of the course. Have pens and clipboard available. Provide shade as needed.
4. Home team should greet and introduce themselves to the visiting team.
5. Meet with coach to check meet sheets before scratch meet.

During Meet Responsibilities

1. Each age group parent (6 & under, 7/8, and 9/10) brings their swimmers to the check in table. The Clerk of the course checks in each swimmer for the event.
2. The swimmers then proceed to the Ready Bench where they are directed by helpers to benches according to event, heat, and lane.
3. Escorts lead swimmers (6 & under, 7/8, 9/10) to the blocks.
4. More volunteers are needed for relays (see section on relays)

After Meet Responsibilities

1. Take down of benches, chairs, shade, table.

CLERK OF THE COURSE

1. Obtain the Official Meet Sheets of the Scratch Meet: one copy for Ready Bench and one for the Clerk of the Course.
2. Check the meet sheets for any changes in events and swimmers. Organize the meet sheets so you will be able to move from one sheet to another as needed.
3. Check off swimmers as you receive the Official Meet Sheets. Check in swimmers (events 3 and up)
 - Check off correct swimmer for the correct event: event, heat and lane
 - The Meet Director must approve any changes in writing.
 - Relays: confirm that all swimmers are present; any substitution must be approved by both the Dual Meet Coaches and the Meet Director
 - Neither team parents nor swimmers are allowed to change the meet sheet or substitute another swimmer in any event or make any changes on the Official Meet Sheets.
4. Combine events: official points are taken in the first heat of each event. Therefore, it is possible to combine heats if there is proper space or time and it is approved by the coaches and meet director.
5. Be aware that Ready Bench must have enough swimmers on the benches at all times and hopefully two events ahead of the event presently on the blocks.
6. Communicate with the announcer on what events need to be called to the Clerk of the Course area.

READY BENCH

After swimmers check in with the Clerk of the Course and, they proceed to the Ready Bench.

The first helper directs the swimmers on the first bench according to event, heat and lane number. The first helper should have a copy of the meet sheets to use as reference. The second helper directs the swimmers also by event, heat, and lane number on the second bench (behind the first bench) and continues to do the same for the third and fourth benches. As soon as bench one leaves for their event, the other benches move up. It is the job of the helpers to maintain order of the swimmers. The first helper monitors when the swimmers go to the blocks. The 25 yd. Events, the next group of swimmers is escorted to the benches behind the timers as soon as the previous swimmers get on the blocks. As soon as the previous swimmers are half way down the lane, the next group of swimmers is allowed on the blocks. For all other events, the next line of swimmers is only allowed up on the blocks after the timers are finished with the race.

Set up for 25 yard Relays

After checking in with the clerk of the course, the team proceeds to the benches. All first swimmers sit on the first bench according to lanes. All second swimmers sit on the second bench, all third swimmers sit on the third

bench and all fourth swimmers sit on the fourth bench. Example: 1st swimmer for lane 2 would sit on 1st bench, 2nd spot. The 2nd swimmer lane 4 would sit on the 2nd bench, 4th spot, etc.

When the event is called to the blocks, the 1st escort takes all 1st and 3rd swimmers to the starting end of the pool. The 2nd escort takes all 2nd and 4th swimmers to the opposite side of the pool. Young swimmers will need their team parents to assist in keeping them in order.

Set Up for 50 Yard Relays

The swimmers proceed to the Clerk of the Course to check the team in. All team members must be present for check-in. The team proceeds to the benches. All swimmers on the team sit on the same bench. Example: there are 3 relay teams for an event. The 1st team in the 1st lane will sit on the 1st bench, all 2nd team will sit on the 2nd bench and all the 3rd team will sit on the 3rd bench

Ready
Bench

Clerk of the Course

Timers
xxx

xxx

xxx

xxx

xxx

xxx

Blocks:

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6

TO ALL SWIMMERS IN ALL AGE GROUPS

YOUR COOPERATION IS APPRECIATED.

ALL SWIMMERS WILL BE EXPECTED TO COOPERATE WITH THE READY AREA AND READY BENCH

ANY SWIMMER WHO IS DISRUPTIVE OR DISRESPECTFUL TOWARDS THE STAFF WILL BE GIVEN A WARNING!!! YOUR PARENT WILL BE REQUIRED TO BE WITH YOU IN THE READY BENCH AREA. IF YOUR PARENT CANNOT BE FOUND AND IF YOU DO NOT COOPERATE WITH THE STAFF. YOU WILL NOT SWIM!!!

PLEASE REMEMBER THAT I REALLY DO NOT CARE IF YOUR OR MY TEAM LOSE THIS SWIM MEET.

I DO CARE IF OTHER SWIMMERS OR STAFF GET HURT.

HELP US OUT BY COOPERATING WITH THE STAFF. HAVE FUN WITH YOUR TEAM MEMBERS AND HAVE FUN WITH THE VISITING TEAM.

FRIENDLY SPORTSMANSHIP IS WHAT THIS IS ALL ABOUT.

HAVE A GOOD SWIM!!!!!!

RIBBONS

Job Description

RIBBONS

Volunteers for Ribbons are responsible for placing labels on the appropriate ribbons: i.e., 1st, 2nd, 3rd place, for their team and filing them for distribution at a later time. Each heat is ribboned, so all participants receive ribbons.

Filing systems are the responsibility of each team. Some bring portable files to the meet with a folder for each family in the file. Others take the ribbons and file them later. It is very difficult to distribute ribbons to swimmers during the meet, although this is up to the individual team. Communicate with your swimmers when and where you want them to pick up their ribbons.

Each team supplies their own ribbons for the meet. Each team should determine how many volunteers are needed to do the job. Generally, two volunteers per shift are adequate. This is a very slow process. The ribbon process doesn't begin until about twenty minutes into the meet. Volunteers should be aware that the shifts start later and end later than others at the meet. Generally, the ribbon people are some of the last to finish their duties at a meet.

Ribbons are purchased early in the year. To determine how many are needed, each team should consider what teams they are swimming, how many heats will be swum, and how many home meets they will swim. Consider number of heats and number of home meets. This is just an estimate. It is better to error on the plus side since the ribbons can be used the following year. Review your order from last year and your inventory to determine how much to order.

Sacramento Swim League

Runners

Job Description

Runners

Runners are responsible for moving the event time sheets, from the timers to the computer table, and from the Stroke and Turn Judge to the scorer's table. This is a job that requires moving quickly to keep the pace of the meet flowing. Slow runners make for a slow meet so the home team needs to place people in this position who don't mind a lot of walking at a fairly quick pace.

Home meets require the Chairperson to check the parent sign out list to see what parents are available for runners. The chair needs to call everyone not on the sign out list to verify that they will in fact be at the meet to help set up and take down the equipment. If not enough people on the committee will be at the meet the chair needs to contact the meet director to arrange for additional help.

On all 25-yard events, two event runners are needed:

- The second runner picks up time sheets from the timers for the event just completed and turns them in to the scoring table

On 50 yard events only one runner is needed to take time sheets from the timers to the scoring table.

An additional runner is needed to watch for DQ slips that are written by the Stroke and Turn Judges. The runner picks these up, checks to see that they are completely filled out and signed and takes them to the meet referee.

Sacramento Swim League

***SCORER/COMPUTER
CIA Computer
Information Assistant***

Job Description

Scorer/Computer

The officials working the first shift of scoring/computer should arrive at least 20 minutes before the scratch meet.

The Scorer's job description is closely tied to the Computer.

1. Assist with printing and distribution of meet sheets. Distribute as follows:
 - 2-1 copy goes to each Head Coach (home and visiting)
 - 11- Announcer, Starter, 2-Ready Area, Meet Director, Home Scorer, Visiting Scorer,
 - i. Computer, 2-Ribbon Committee, Bulletin Board for swimmers to view.

The timers list the times on the time sheet and circle the middle time (or average two times if a third time was not taken).

DQ's (Disqualification Slips) should be written by the Stroke and Turn Official The original copy is turned in to the computer table.. A copy of the DQ slip is given to the coach of that swimmer. DQ slips must be signed and appropriate information indicated (event number, swimmer's name, girl/boy, age group, lane number, and reason for DQ)

Breaking a League Record

Complete the official form (see the following pages) The three timers and Meet Referee must initial the card verifying the new League Record. The Home Team sends the form in to the Registrar
(Note: Team Records should be noted, information given to the computer chairperson for the team involved, coach and announcer. The accomplishment should be acknowledged by the announcer)

- **Triple Winners:** The Home Head Scorer keeps a log of swimmers who have won official events. If there should be any swimmer winning three individual events during a meet, the announcer is notified and the swimmer(s) acknowledged.

7. Miscellaneous:

- It is the responsibility of the Home Team to call in the score of the meet to the Sacramento Bee (441-4100). It is best to contact the Sports Department between the hours of 3:00 p.m. and 5:00 p.m. of the meet day.
- Home teams swim in even numbered lanes; visiting teams swim in odd numbered lanes.
- The Meet Referee (at the present time, the Meet Director) is in charge of everything pertaining to what goes on in the water. It is his/her job to keep track of the places swimmers take in each event. This is particularly important in the case of close races. Should there be any discrepancies, the Meet Referee, Coaches, and sometimes the Protest Committee Chairperson can make the decision.

Sacramento Swim League

***EQUIPMENT/
SET-UP AND TAKE-DOWN***

Job Description

Equipment Or Setup and Takedown Committee

The Equipment Committee is responsible for the equipment used for home meets, excluding the computer materials, and setting up and taking down this equipment. The equipment may include canopies, barbecues, tables, umbrellas, backstroke flags, blocks, benches, chairs, amplification equipment, pool cover, lane lines and standards. The Committee Chairperson should check the equipment before the season starts in April to see that everything is in working order. The chair should check with the coaches during the season to make sure the equipment is in working order and arrange for repairs if necessary.

During the first part of the practice season, the committee should check the pool to be sure that it is warm enough for practice.

Home meets require the Chairperson to check the parent sign out list to see what parents area available for setup and takedown. The chair needs to call everyone not on the sign out list to verify that they will in fact be at the meet to help set up and take down the equipment. If not enough people on the committee will be at the meet the chair needs to contact the meet director to arrange for additional help.

Take down of the equipment occurs at the conclusion of the meet. The equipment should be returned to the storage area.

Sacramento Swim League

Starter

Job Description

Starter

Duties:

1. Verify that the starting system functions properly and is visible from both ends of the pool.
2. Familiarize Timers with the starting system and the starting process (commands).
3. Assist Head Timer with timing check.
4. Assist with preparation of meet sheets if necessary. Do everything possible to ensure that the meet starts on time .Work with the Announcer to make sure first calls to events are made in a timely manner.
5. Perform all duties of Starter as required in U.S. Swimming rules.
6. Make sure proper event number is displayed on event announcement cards
7. Assist as needed around the pool area and answer questions for visiting swimmers and parents.
8. The starter should GENTLY push the pace of the meet by making sure events area promptly called and started. Close coordination with the ready bench, head timer and announcer a must.
9. The Starter should be aware of all regulations of U.S. Swimming-Rulebook, that apply to the Starter.

SACRAMENTO SWIM LEAGUE

STARTER COMMANDS

- Announce the Event
- For Freestyle, Breaststroke, Butterfly, Freestyle Relay and Individual Medley:
 1. Tell the swimmers to step up on the blocks
 2. Announce the stroke and number of yards (e.g. 100 yard freestyle)
 3. Give the command “take your mark”.
 4. Ensure that all swimmers have placed at least one foot at the front of the block
 5. When all swimmers are stationary, give the starting signal.
 6. If one or more swimmers are not stationary give the command “stand up”
 7. Once all swimmers are in the standing position give the command “stand up”
- For Backstroke and Individual Medley:
 1. Tell the swimmers to enter the pool.
 2. Announce the stroke and number of yards.
 3. Give the command ‘place your feet’
 4. Ensure that the toes of all swimmers are submerged.
 5. Give the command “take your mark”.
 6. When all swimmers are stationary, give the starting signal.
- For False Starts:
- In the event of a false start, command any remaining swimmers on the blocks in stand up.
- A swimmer will not be charged with a false start if the false start was caused by the swimmer’s reaction to the “stand up” command.

Sacramento Swim League

STROKE & TURN
STROKE AND TURN JUDGE

Job Description

STROKE AND TURN JUDGE

Job Description—Necessary Tasks

Before the meet starts gather with opposing team's Stroke Turn Officials and the Meet Referee to be sure you are all in agreement about procedures, rules, interpretations and any special circumstances (special needs swimmer, pool configuration, etc.).

Have proper equipment (pencils, DQ pads, order of events, etc.).

Position yourself so that you judge the fastest seeded swimmers of the opposing team.

Walk your quadrant of the pool deck during all assigned races. Never leave your position unless a replacement has been provided.

Look from lane to lane in a regular pattern with equal time given to each swimmer. Do not focus on one swimmer. If one lane is empty, scan it anyway so that equal attention is given to all lanes .

Determine if a swimmer's starts, strokes and turns are performed within legal limits during the race.

Disqualify any swimmer performing in a non-legal manner (except see below WHEN NOT TO ISSUE A DQ).

Submit a disqualification slip to the runner .

It is not your job . . .

To coach or instruct. However see section below on INSTRUCTING.

To instruct in place of issuing a DQ slip. However see below on WHEN NOT TO ISSUE A DQ.

To argue with anybody. All disputes should be referred to the Meet Referee. If you are called away from the pool to help settle a dispute do not leave until a replacement has been provided for you.

To take abuse from anyone.

To judge overall technique. ONLY legality is judged.

To judge another official's lane.

To judge when you are not on duty.

Consistent Calls

Stroke and Turn judging should be consistent from the start of the year right through Championships. This is different from the past where judging was encouraged to be “loose” at the beginning of the season, then tightened towards Championships. This approach created some problems, such as teams getting a few DQ’s one week and several dozen the next, or a swimmer getting to Championships with illegal technique which was not called at a Dual Meet. However, be sure to read ‘WHEN NOT TO ISSUE A DQ’. Our objective is not to create a flood of DQ’s, but rather to get consistent judging throughout the year and from team to team.

Missed Calls

It helps to remember that we are human and it is quite possible that infractions will occur when you are looking in another direction. We are watching a pool full of swimmers. Mom and Dad are watching only one. Not only can you not see everything, but you will ALWAYS do best to err on the side of the swimmer.

Instructing

By tradition SSL stroke and turn judges have been encouraged to instruct when possible. Anyone who has worked a fast paced meet knows that it is not always possible to catch up to a swimmer after a race, especially if it is the first or second place swimmer and you are still watching the remaining swimmers in the pool, or a lightning fast nine-year old who is out of the pool and half way around the opposite side in the blink of an eye! Also your access to swimmers can be impeded by timers and runners who are trying to do their job, and friends and parents waiting to hug and congratulate their swimmers. Do not feel pressure to instruct! Your primary job is to identify illegal technique and accurately and completely fill out the DQ so that the coach can instruct the swimmer. In some cases, after you have completed all your duties, there may be an opportunity to instruct and you may wish to do so. Prior to the meet, at the stroke and turn meeting, make sure that the opposing team is OK with this. In such cases, keep the instruction brief, “You did a great job, but in the breast stroke you need to touch with both hands” and then refer the swimmer to her coach.

What is Judged

Strokes, Turns & Starts: freestyle, backstroke, breaststroke butterfly, individual medley, turns starts

Early Take-off: relay take-off

Sources to Determine Legality

US Swimming rule book (handout)

US Swimming Stroke & Turn video tape

The Meet Referee is the final judge

WHEN NOT TO ISSUE A DQ

Theoretically if it is illegal, DQ it. However, we are a recreational league and there are many developmental swimmers. Therefore you must consider the following before issuing a DQ.

Benefit of the Doubt

The swimmer ALWAYS gets the benefit of the doubt. If you have any uncertainty about the call don't make it.

Only Call What You See

Only call an infraction if you definitely see it. Something sensed or glimpsed out of the side of your eye that might be an infraction should not be called.

Don't Look For Infractions

If you think you saw an infraction, but are not sure, do not then focus on the swimmer to "catch" the offense. Maintain your regular pattern of looking from swimmer to swimmer in your lanes.

Special needs/ special circumstance swimmers

These should be discussed with the other team's ST people at the ST meeting prior to the start of the meet.

6 and unders

There is almost no reason to DQ any 6 and under. One exception might be if a very good six and under swimmer forgets he is doing the backstroke, flops over and swims freestyle the rest of the way, winning the race. In that case, in fairness to the other swimmers, you will have to DQ that swimmer.

Developmental Swimmers

Many of our swimmers are developmental, i. e., they are still learning technique. Generally, a developmental swimmer does not swim fast (yet) and is not in contention for team points. If you recognize that a swimmer is still learning or struggling with a stroke, do not issue a DQ. The coach will already know that this swimmer needs basic stroke technique. A swimmer who swims fast but uses illegal technique is usually beyond the developmental stage and should be given a DQ.

Team Points

Any child swimming illegally and in contention for meet points must be DQ'd.

Helpful Notes

- Read and be familiar with the rules before a meet
- Always err on the side of the swimmer
- Only judge your assigned lanes and quadrant at your assigned times
- Try not to let swimmers see you scrutinizing them or filling out DQ slips
- Never leave your position. (It is OK to hand off your job to another judge when your child is swimming)
- Remember that most infractions occur at the turns, so keep moving
- Remember that 99% of the swimmers are nervous, terrified of being DQ'd (by you), and are doing their very best.
- Pretend you have no allegiance. Wear something neutral that does not affiliate you with a team. Do not cheer for any swimmers.
- Wear something comfortable. Consider heat, long hours walking on concrete, etc.

- Try not to talk to swimmers when you are working; except when appropriate (immediately after their event if you are explaining the infraction).
- Allow for pool side differences by judging your side with the same restrictions as the opposite side. For example, if a lifeguard stand allows your counterpart to walk only part of the deck, you must only walk only part of the deck.. At Championships we usually work only the end of the pool in quadrants.
- Have a back up official in case you encounter a problem.
- Make notes on your program to help you remember an infraction, should a dispute arise.
- Remember it is your job to judge legality, not technique.
- Do not raise your hand during the event. Wait until the last swimmer has completed the race before signaling the runner.

Sacramento Swim League

TEAM PARENTS

Job Description

Team Parents

Team Parents are responsible for swimmers in the 6 & Under, 7-8, and 9-10 age groups getting to their starting positions in a timely manner. They are assigned at the beginning of the season and become a familiar face to their age group. Six and under swimmers need at least two team parents at each meet. There should be one person assigned as the team parent for 11 and up swimmers. This person is available to all swimmers in these age groups to answer questions or if issues come up where a swimmer is unable to swim a scheduled event. All team parents should encourage all swimmers (especially high school) to drink plenty of fluids and eat at swim meets. The older age groups tend to forget these important activities!

The chair should contact all team parents by Thursday night before a Saturday meet to ensure adequate coverage. The day of the meet the Head Team Parent should check the parent sign in sheets to verify that team parents are at the meet. The Head Team Parent enlists the Team Parents as needed and fills any vacancies left by absent team parents.

It is important that all new families on the team be welcomed and have a 'buddy' to answer questions and help with "first year questions". The team parents can play a big role in this. Team parents should be at practices to answer questions and help new parents get to know each other.

It is a good idea to have all swimmers/families from each age group sit together at a swim meet. This is often possible, depending on the location of the meet. It is much easier to find swimmers for events if this is the case.

Team parents need to organize the swimmers by age groups for relays and individual events. The postings of each event and who is swimming is found on the event board. The team parent is responsible for notifying the parents and swimmers where (s)he will be at the meet. Swimmers should come to that location when the announcer calls their event to report to the ready bench. Team parents should check the meet sheets prior to the children proceeding to the ready area and checking in with the clerk of the course.

Relays require two swimmers to be at each end of the pool. For relays, the first and third swimmers will be at the starting block end of the pool (in the medley relay, these swimmers swim backstroke and butterfly) and the second and fourth swimmers will be at the opposite end of the pool (in the medley relay these swimmers swim breast stroke and freestyle).

The Ready Bench personnel are a good source of information on which swimmers go where; don't hesitate to ask.

A SPECIAL NOTE: Younger swimmers and first year swimmers will need the most assistance and patience.

Sacramento Swim League

HEAD TIMER TIMER

Job Description

HEAD TIMER

The chairperson for the “Timing Committee”, or Head Timer, is responsible for providing and training timers for all dual meets. The Meet Director or volunteer coordinator, prior to the opening of the dual season, will provide names of team parents who have indicated an interest in volunteering as a timer during the swim season.

General Responsibilities

1. To assign and supervise team timers at all home meets.
2. Check and make sure timing areas on both ends of the pool are set-up correctly.
3. To coordinate with the Starter and Clerk-of-the Course on all home dual meet.
4. To assist and answer the scorer with discrepancies in times documented.
5. Responsible for timers equipment (see list)
6. When visiting an away meet, to assist and provide the other team’s Head Timer with volunteer timers from their team.
7. To assist in assignment of timers for championships.

Specific Duties At Dual Meets

1. Each team will be responsible for providing a Head Timer and nine (9) Lane Timers to conduct each meet. Due to the length of a dual meet, it is suggested that two shifts of timers be available.
2. Provide at least nine (9) calibrated stop watches for timers to use. (Each team is to provide their own watches for their timers.) These are needed as back up if another timing system is used.

Assignment Of Lanes

1. The Head Timer of the home team should call all timers prior to the meet. This would be the appropriate time to check the stop watches with the group of volunteers, review rules of timing, review timers responsibilities, instruct volunteers new to timing, and review the etiquette of timing.
2. Contact the Head Timer of the visiting team to be sure they have made the correct and required lane assignments. (Not all teams have a six-lane pool.)
3. There will be three (3) timers assigned to each lane with no more than two (2) from one club in a lane.
 - HOME TEAM ASSIGNMENT – Assign two (2) timers in the odd lanes and one (1) timer in the even lanes.
 - VISITING TEAM ASSIGNMENT – Assign one (1) timer in the odd lanes and two (2) timers in the even lanes.
4. The home team’s Head Timer should always serve as a “rover or back-up” to be used as the third watch on the fastest lane if needed or to fill in when a stopwatch malfunctions in any lane. Check with the Head Timer from the visiting team to see if they will assist you as a “rover”.
5. The home team will distribute a clipboard, pencil and extra time cards and “No Swimmer” cards at each lane.
6. Determine who from the group of three timers will be responsible for writing the three recorded times down on the entry cards. The person writing should always be a timer from the home team. In recording the times, the person writing should document their time first, with the second and third timer consistently giving their times in the same order after each event.

Watch Check

1. Stopwatches are to be checked before each meet by the Head Timer. This is not to be done during the group meeting with the timing volunteers.
2. The Head Timer for the home team will work with the Starter to hold pre-meet timers meeting. This usually occurs approximately 15 minutes prior to the start of the dual meet.
3. Have the Starter do a watch check by initiating the Colorado System (an electronic sounding device) in a simulated start and finish. The watch check should be at least 1-½ minutes in duration.

DURING THE WATCH CHECK, COVER THE FOLLOWING POINTS

1. Each timer should start his/her watch at the instant they see the flash. DO NOT START THE WATCH BASED ON THE SOUND.
 - 1) Check your watch after each start to be sure it is operating properly. It is a good practice to start your watch even if there is no swimmer in your lane for an event. You may be the back-up timer in a crunch.
 - 2) Immediately raise your hand if a problem arises. A backup timer will assist you, if possible. You should always have three documented times.
 - 3) Stop the watch when the swimmer's body touches or pierces the wall of the pool.
 - 4) It is not the responsibility of the lane timer to judge if the finish touch meets the requirements of the appropriate stroke finish rule. The Stroke and Turn Judge will determine if the touch was legal.
 - 5) Be aware of *underwater touches*. These are touches that may be below the water line.
 - 6) Use chairs provided. Sit down immediately after your time has been recorded. This indicates to the Head Timer that you are ready for the next event.
 - 7) Assist young swimmers, or swimmers unable to pull themselves out of the pool. Timers should be sure to use both arms in assisting swimmers out of the pool. In your assist, reach for the swimmer's elbow or underarm; do not pull on one arm only.
 - 8) **TIMERS DO NOT:**
 - attempt to time more than your own lane – unless your lane is without a swimmer.
 - attempt to act as the finishing judge when timing.
 - anticipate the finish.
 - cheer or shout encouragement to any swimmer during the race. (If your child is swimming, ask the Head Timer to relieve you so you can be a parent rather than a no-biased volunteer.)
 - get overexcited in a close race and forget to stop. It is important that all three times are documented.
 - guess, or casually use another volunteer's time, at the finished time.
 - assume. Double check your watch and do not assume your first reading is correct.
 - assume the swimmer is for that event. Check the name of the swimmer and the event number before the beginning of the event.

Equipment And Supplies

1. **Electronic timing system parts (optional)**
 2. **Stop Watches (minimum 11). These will be used as backup if the electronic system does not work.**
- Head Timer should have two.**
3. **Batteries (and extra batteries)**
 4. **Clipboards (one for each lane)**
 5. **Pencils and extras**
 6. **Chairs for the timers. Three per lane.**
 7. **Whistle for the Head Timer.**

During The Meet

1. **When all timers are seated and swimmers are ready, blow the whistle after each event. This alerts timers and swimmers of the start of the next event. This also informs the Starter that everyone is ready to begin.**
2. **Have replacement timers available, to relieve the first-half timers. Usually it is after event 43, the 15-18 Boys 200 Freestyle.**
3. **Collect home team watches, clipboards and pencils at the end of each meet. Always check to make sure the watches are turned off before storing.**

Reading Of Timer

1. **The time should be read to the hundredth of a second (i.e. 26.40 should be written and not 26.4 OR 25.00 and not 25 --- OR "same" or the ditto symbol).**
2. **Timers should read their own watch and determine the time without comparison to other timers in their group.**
3. **Report your time to the recorder in your lane as you see it on your stopwatch. Present your watch for inspection, if requested.**
4. **Turn in a form for each event regardless of whether there is a swimmer(s) in your lane. Use an NS (No Swimmer) card provided or a blank card if necessary.**
5. **A runner will be introduced to all the timers and will collect the timer's slip after each event. The writer of times should hold up the completed event card for the runner.**
6. **In the event a stroke and turn judge gives you a disqualification slip, give it to the runner along with the appropriate swimmer card.**
7. **Do not clear your watch until you hear the Head Timer's whistle to start the next race.**
8. **The recording timer is to verify the name (s) on the sheet to make sure they match the swimmer(s).**

Official Time Determination

1. **If the times of two of the three watches agree, that will more than likely be the official time. Do not circle or write in the average time. The Computer staff will re-evaluate the times written and find the official time.**

2. If all three watches disagree, the time will be determined at the Scoring table. If, because of the failure of a watch or its operator, times from only two watches are available, and a back up timer was not called, the official time shall be the average of those two recorded times. When watches are read to the hundredth of a second, any average resulting in thousandths of a second shall be rounded up to the next slowest hundredth of a second.
3. If the official time is registered in tenths of a second, a zero shall be added and the official time recorded in hundredths of a second (two decimal places) for all purposes.
4. If there is more the 2/10ths of a second difference between high and low times in a lane for any given event, check the watches and if necessary review with the timers how the timing is to be conducted. Stressed to the timer that the watches are not started on the sound but rather by the strobe light flash.

TIMERS

Assignment Of Lanes

1. The Head Timer of the Home Team will be assigning timers to each lane.
2. There will be three (3) timers assigned to each lane with no more than two (2) from one club in a lane.
3. The Head Timer shall serve as a “Rover” or “Backup” to be called on as the third watch on the fastest lane if needed or to fill in when a watch malfunctions in a lane.

Duties

1. All timers should check-in with the Head Timer before each meet and check the duty board for lane assignment and work schedule.
2. There will be a timers meeting called before the start of each meet to check watchers and review timer rules.
3. Timers look at the flash of the strobe light to start the race.
4. The stop of the watch is the finish of the race. Stop the watch, when in the opinion of the timer any part of the swimmer’s body touches the wall.
5. It is not the responsibility of the timer to judge the race. If the finish touch meets the requirements of the appropriate stroke finish rule (i.e. two-hand touch for breaststroke and butterfly).
6. Be aware of underwater touches; touches may be above or below the water line.
7. Shift changes will be usually done after event 43.

Reading Of Time

1. Time should be read to the hundredth of a second. For example: 56.40 should not be written as 56.4
56.00 should not be written as 56 or 56 ----
Identical numbers should be written down
2. Timers should read their own watch and determine the time without comparison to other timers in the group.

- 3. Report your time to the designated recorder in your lane. Be sure the recorder has written the correct time you give. Do not clear your watch until given the command to “Clear Watches”, or you hear the Starter’s whistle to begin the next race.**
- 4. Turn in an event card for each race regardless of whether a swimmer raced in your lane. If a “No Swimmer” card is available, jot down the Event #, Lane #, and write NO SWIMMER.**
- 5. The official time is determined as follows:**
 - If the times of two of the three watches agree, that time shall be the official time.**
 - If all three watches disagree, the time of the intermediate watch shall be the official time.**
 - If, because of the failure of a watch or the operator, times from only two watches are available, the official time shall be the average of those two watches.**

NOTE: If your watch malfunctions, signal for the Head Timer or an alternate timer (if they are available) to record the finish of the race.

- 6. Timers are to verify names on the event cards to make sure they match the swimmer, event and heat.**

Don'ts For Timers

- 1. Do not attempt to time more than your own lane.**
- 2. Do not attempt to act as a finish judge when timing.**
- 3. Do not anticipate a finish**
- 4. Do not cheer or shout encouragement to any swimmer during the race.**
- 5. Do not get over excited in a close race and forget to stop your watch.**
- 6. Do not assume your first reading of your watch is correct – double-check your watch.**