



MD

SOUTHEASTERN LSC

MEET DIRECTORS

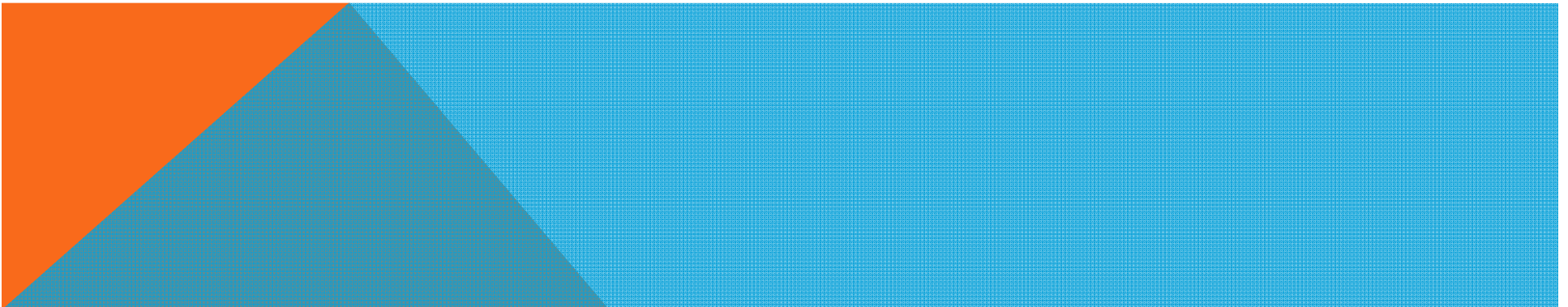
- REQUIREMENTS

 - DUTIES

 - GUIDANCE

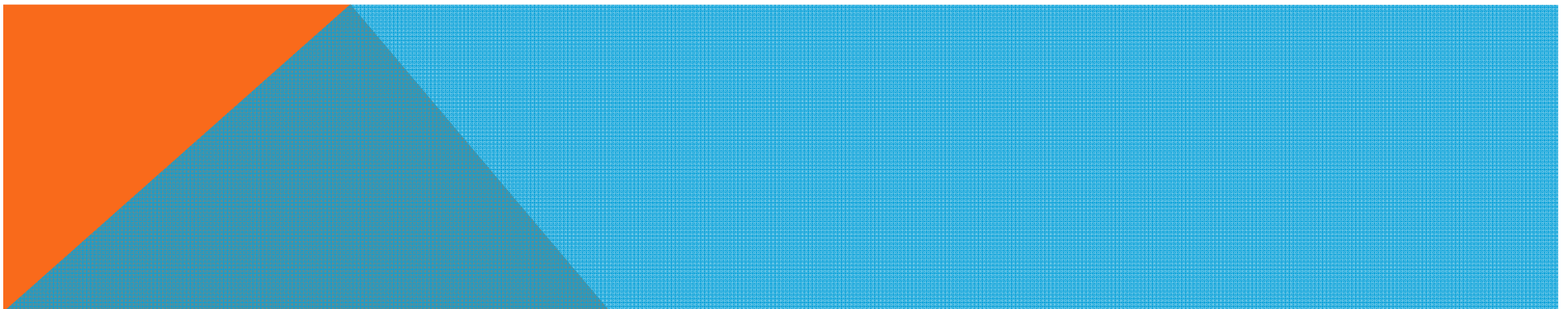
 - PROBLEM AREAS

 - REFERENCES



USA-S 102.23 MEET DIRECTOR

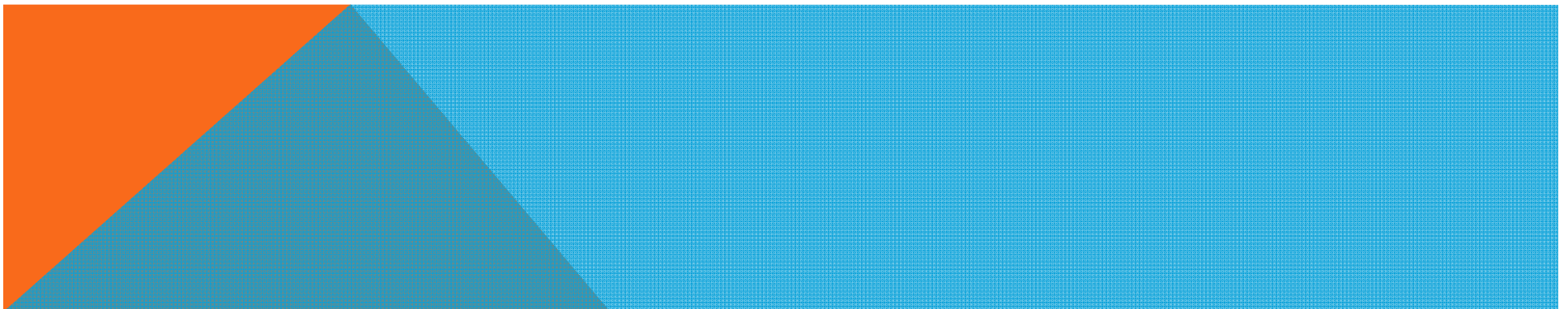
Shall be appointed by the meet host. The Meet Director's responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment as specified in 102.16), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report.



Requirements

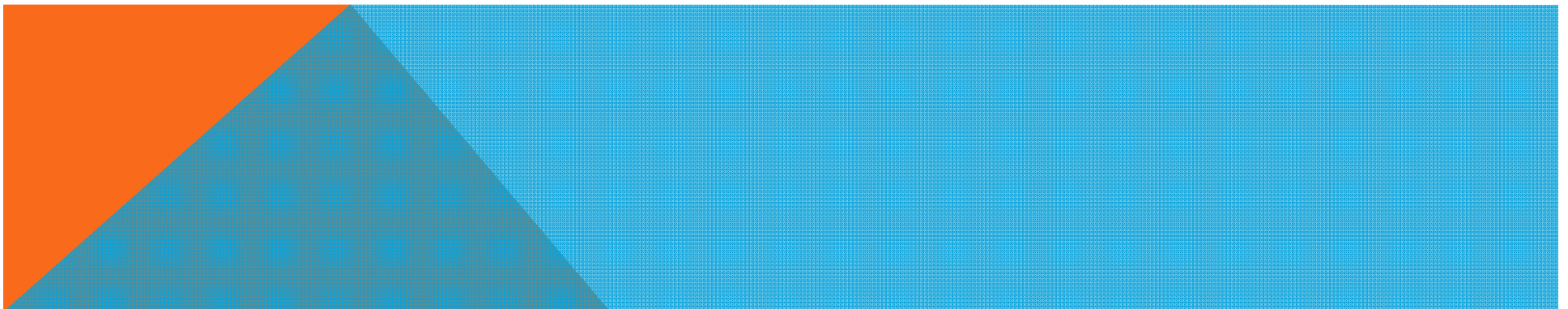
- Non Athlete Member of USA Swimming
- Pass a Level II Background Check
- Complete the Athlete Protection Training

- Good Management Skills
- Works Well with People
- Ability to Stay on Timeline



Duties

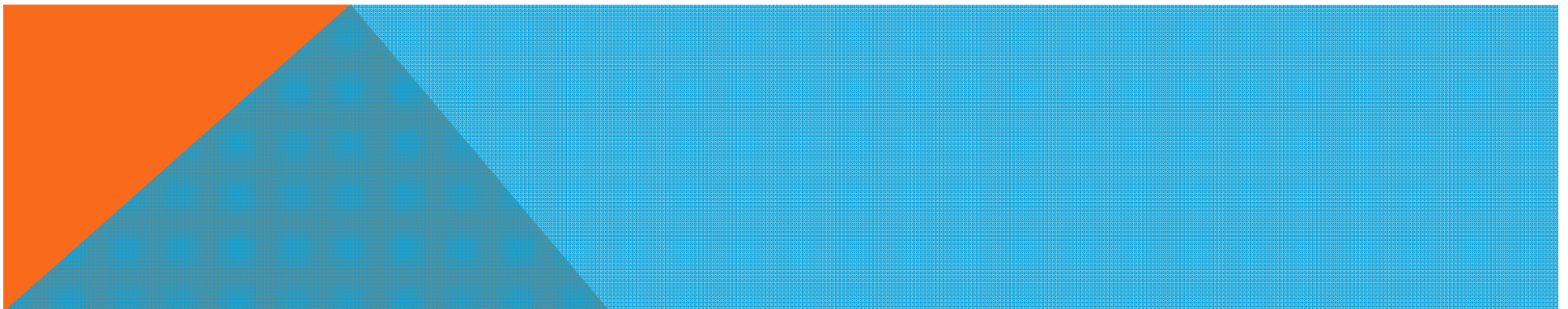
The Meet Director should remember he/she is responsible for organizing a meet that complies with USA Swimming and SES rules. A detailed notebook and all correspondence should be saved and readily available. Electronic storage complies with this, but needs to remain readily available during the meet. Additional documents that need to be saved are lane timer sheets for each event, race summaries (Colorado) or timing tape (Daktronics) for each heat, all disqualification slips, relay takeoff slips and the heat sheets from the Deck Referee and Starter for each session. An additional document that will help in the post meet results is a session report for each session annotated with the session start time and session finish time.



Prior to the Meet

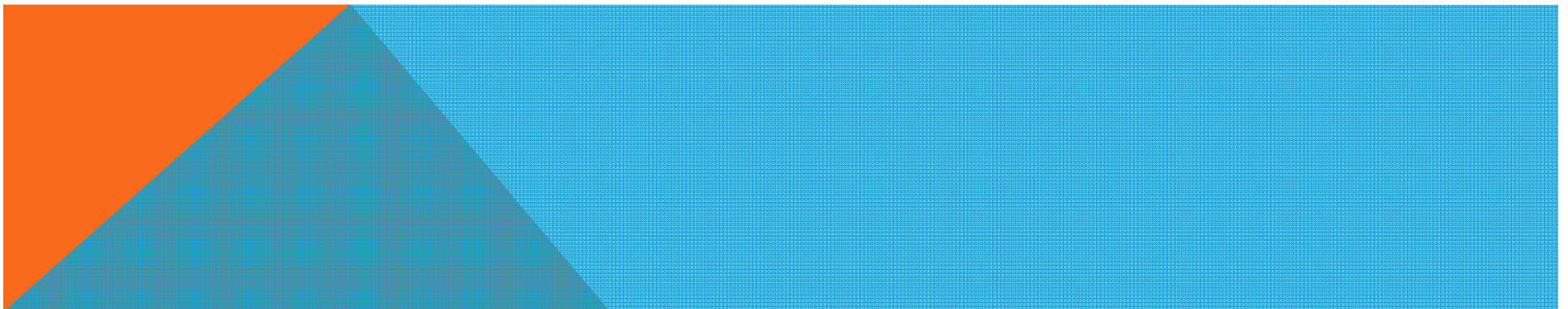
Facility - Make sure facility is available for the inclusive dates of your swim meet. Outside of awards and hospitality, this can be one of the largest costs of hosting a swim meet.

Required Tasks with a Timeline - If you have hosted meets before, you may already have a list of tasks. Recheck to make sure there are no unique items for the upcoming meet, i.e. shirts/gifts to give away, etc.

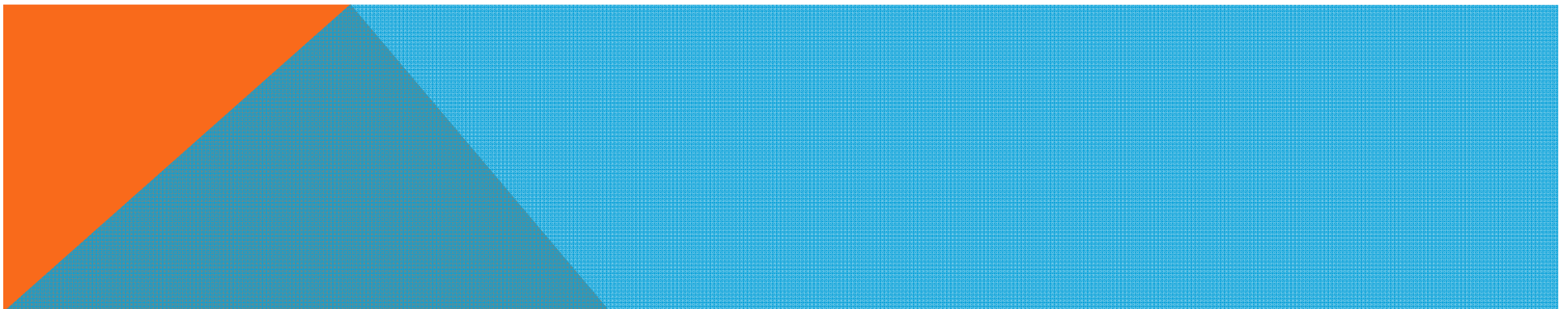


Selection of a Meet Referee - Your club may have one or more officials certified as Meet Referees. Make sure they are available. We still have some folks who are only certified as Deck Refs, and cannot run meets. We have a large number of Meet Refs who are certified to run timed finals meets, but not prelims/finals. If there is any doubt, check with one of the Officials' Committee members, who will have access to a master list.

Advertising and Sponsors - This can help offset the costs of a meet, if you have someone who can actively pursue obtaining both.

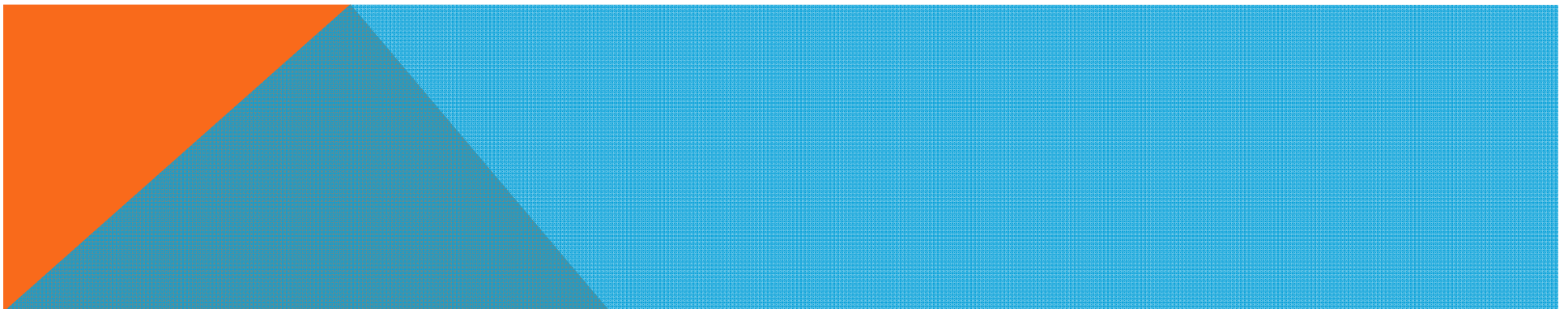


Officials to Work the Meet - The referee (meet/deck) cannot work other positions at the same time they are acting as a referee. A starter can also work as stroke & turn, although it is not desirable. The Meet Ref can help in determining the minimum number of officials to work your meet. Starting in September of 2013, an additional position – Administrative Official or AO – will be required. This cannot be combined with one of the referee positions. A parent can be trained to be an AO without being a stroke & turn official, but they will incur the same costs – non athlete membership in USAS, and a background check. Remember that an announcer is also required, but can be the starter for smaller meets.



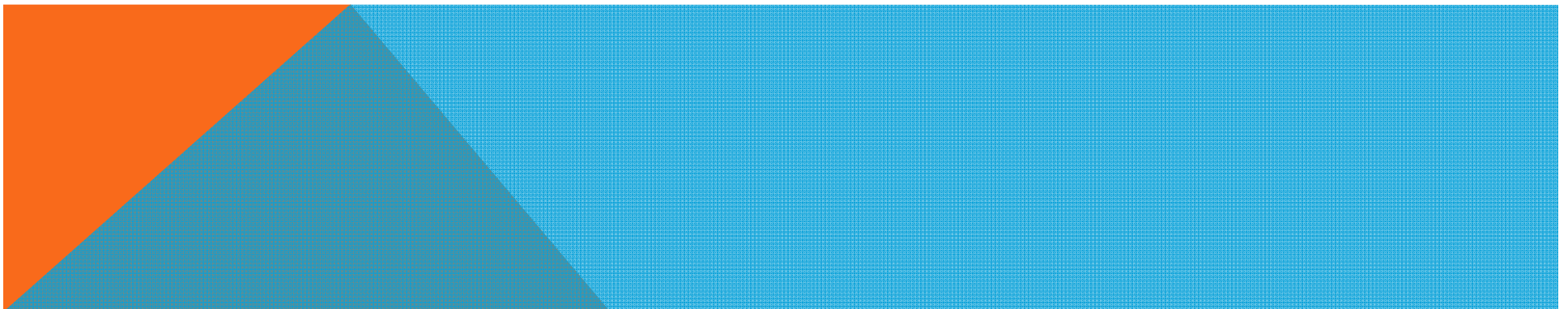
Adequate Sound System - Loud and Clear.

Meet Program & Heat Sheets - You will have a meet info package that you sent in with your sanction request, but the meet program will include any sponsors and advertising you may have lined up. Heat sheets can be created ahead of time for timed finals meets, and for the prelims sessions of a prelims/finals meet, but the finals session will have to be created and copied once the Admin Ref finishes the prelims session. Heat sheets for the Referee and Starter will need to be created shortly before each session to include any changes.



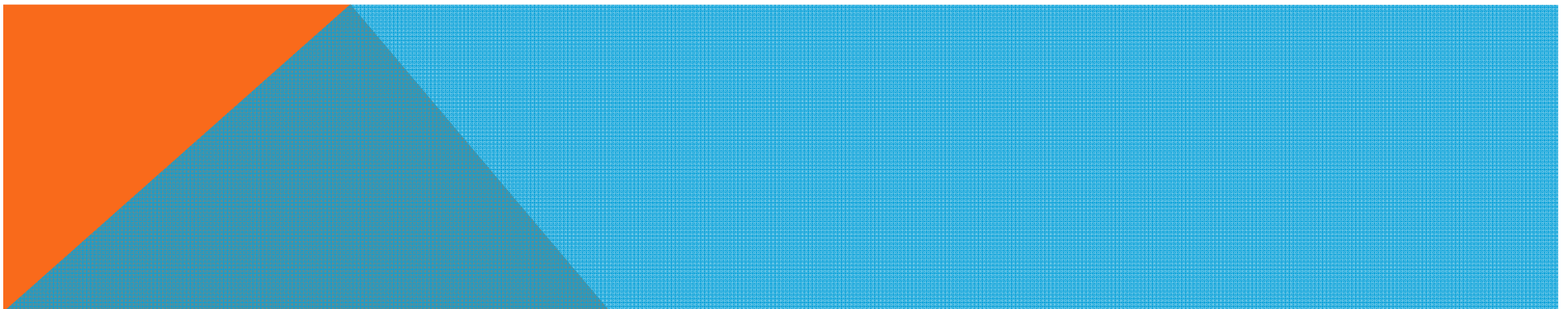
Timers - With electronic touchpads working, only one per lane is absolutely required, but two per lane works better. If you do not have a working touchpad system, then you will need three timers per lane. Make sure you have adequate watches just in case.

Announcers - Required but at a small timed finals meet might be the starter. The larger the meet, or a prelims/finals meet should have a dedicated announcer.



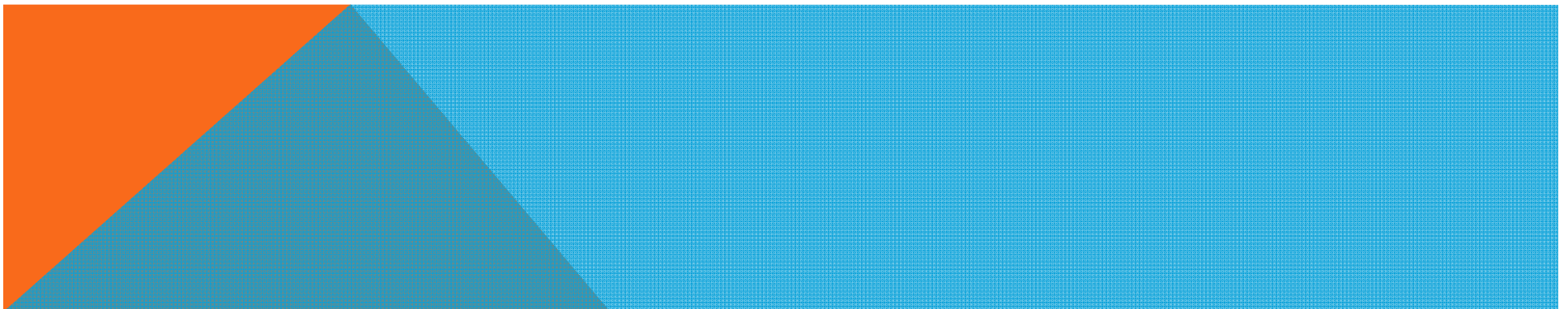
Hospitality - A successful meet depends on two main factors – did the meet start on time and was hospitality adequate for the coaches/officials. Nothing will sink a meet faster than running out of food, always have something held back that you can use in a pinch.

Entries - You or the coach might also be the entry chair, but it normally works better if you have a dedicated entry chair whose sole job is to input the entries into the meet, running ‘Exception’ reports and knowing how to make the required corrections.



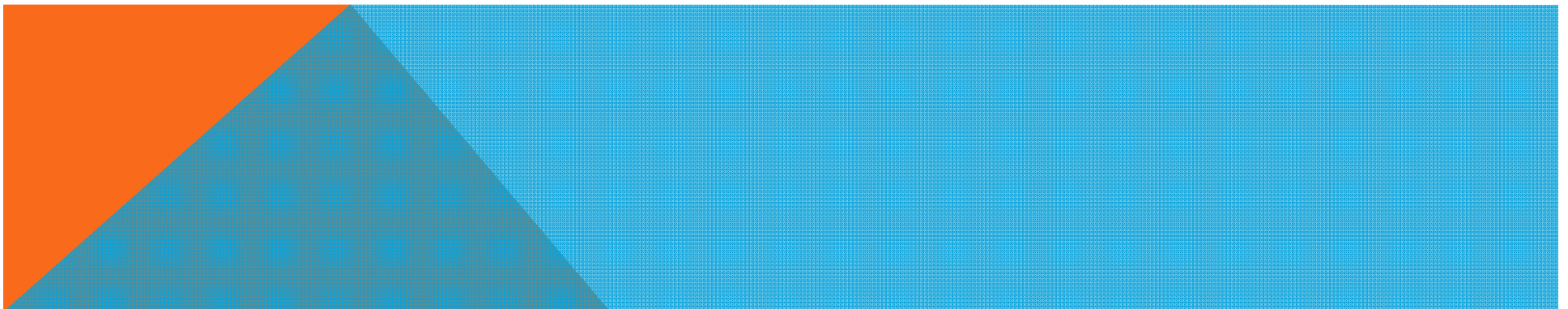
SENDING THE SD3 FILE TO CHECK MEET REGISTRATION

This is a great feature when as the meet host, you want to make sure that all the swimmers entered in your meet are currently registered with USA Swimming. Choose this option to export all of your swimmers with their USA-S Registration ID Number as they were imported or keyed. Please make sure you run the Exception Report to check that all of your swimmers have a legitimate USA-S Registration ID number. If they do not, go back to the Athlete browser and enter one.



Click on File then Export then USA-S Registration and Hy-Tek Meet Manager will create a standard SD3 export file that contains the names of the swimmers in the meet along with their Team and USA-S Registration ID. Send the file by e-mail to our LSC Registration Chair Tom Healey at southeasternswimming@hotmail.com to check against their USA Swimming registration database. The USA Swimming Registration software will print a list of swimmers in your meet that are not currently registered or that do not have a correct USA-S Registration ID number.

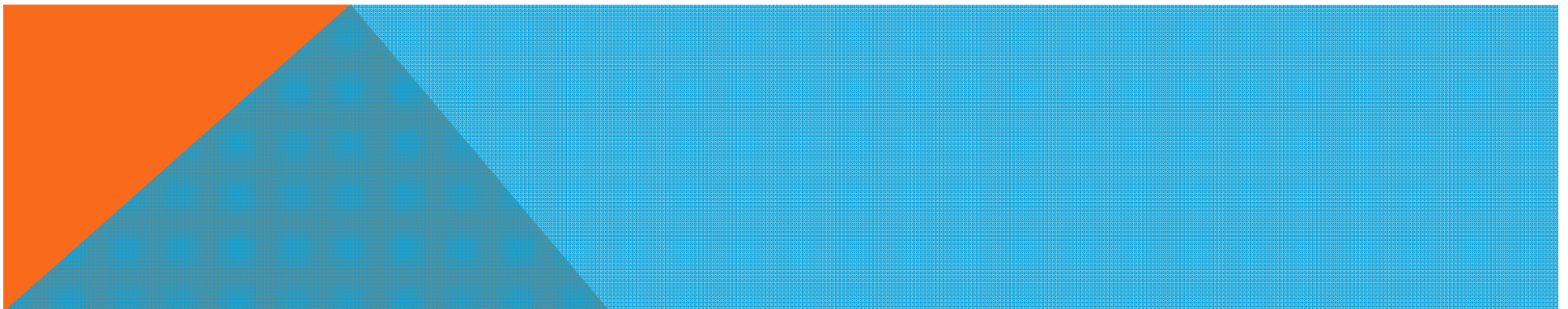
CORRECT BEFORE THE SWIMMER SWIMS.



During the Meet

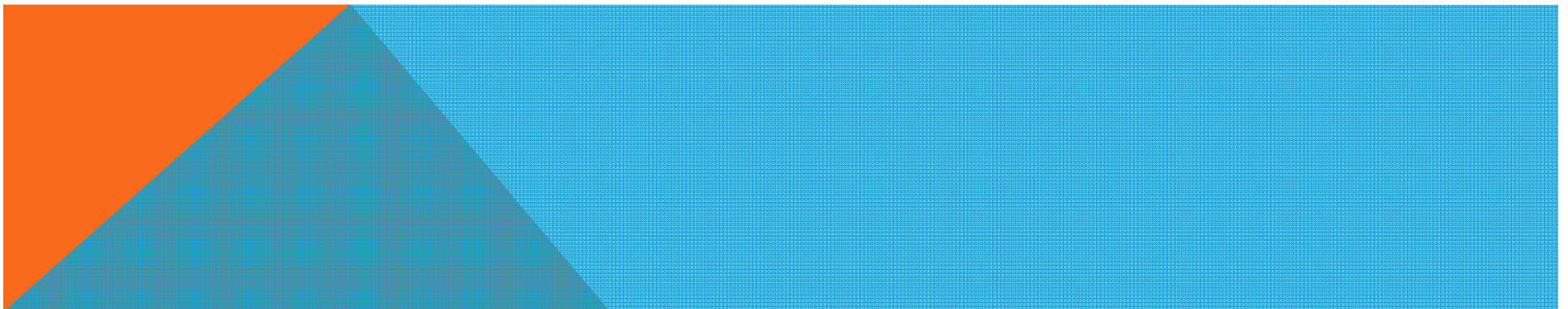
Meet Program & Heat Sheets - Follow through and make sure you have sufficient copies. Heat sheets are normally printed early for timed finals meets, but the officials will need up to date heat sheets as changes occur. A prelims/finals meet requires that you are able to create sufficient heat sheets for finals, once the Administrative Referee finishes with the prelims session.

Timers - Continue to monitor that you have enough, including someone to act as the head timer with multiple watches.



Hospitality - Continue to monitor to make sure there is adequate food. For long sessions, watch putting out food for a given period of time. Some of your workers/officials may not be able to partake of hospitality until the session ends.

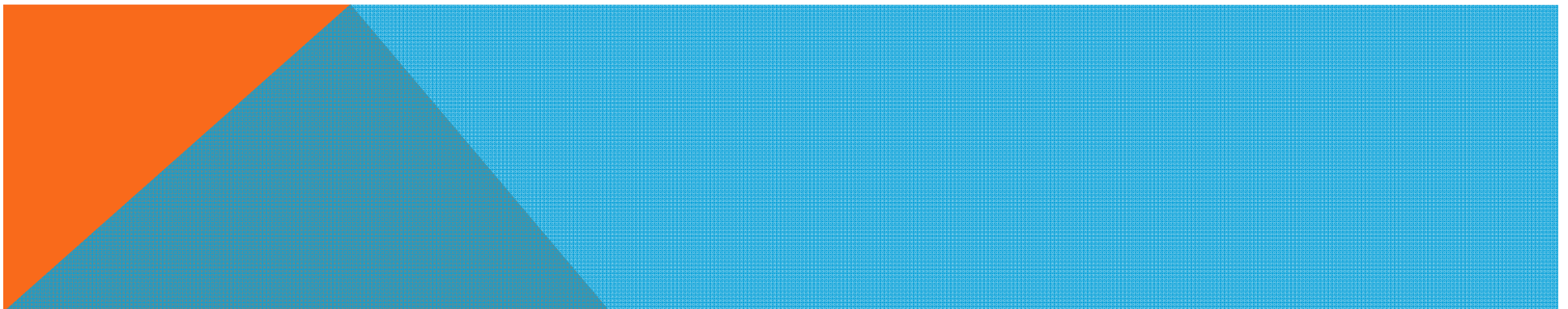
Facility - Monitor HVAC. Have someone checking the restrooms on a normal rotation to make sure adequate paper is available and nothing has overrun.



Post Meet

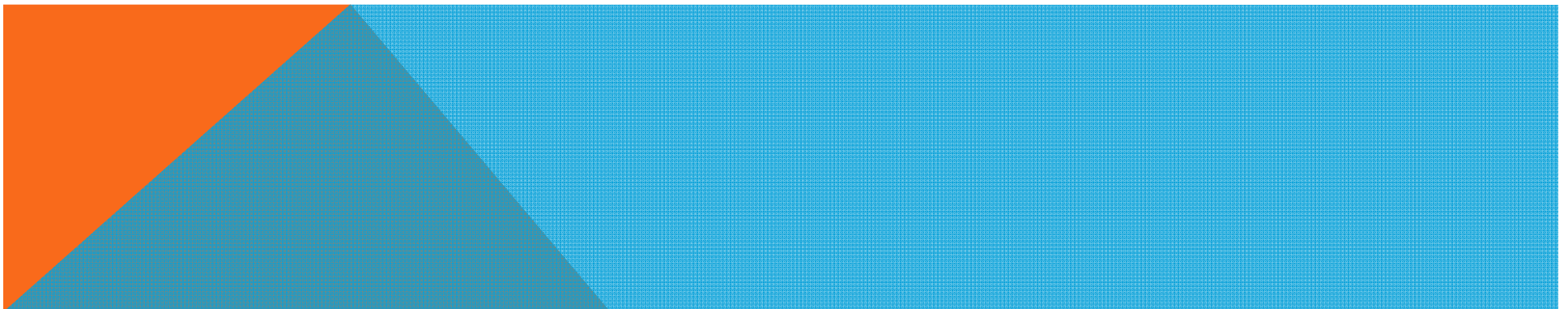
Electronic Reports – FINAL RESULTS for SWIMS

(Swimming Web-based Interactive Membership System) is a comprehensive and inclusive database of membership data, history, and a databank of all times swum for nearly every athlete over the past few year. The primary purpose of the Times module of SWIMS is to provide a database of all official times that conform with the requirements of Art. 102.16.4 & .5 in the USA Swimming Rules and Regulations.



After your meet has been **completed and your database has been cleared by the registration chair**, you are required to provide final results as outlined in the Southeastern Swimming Aquatics Guide. **We are asking that all results must be submitted to the SWIMS Chair within ONE week of the last day of the meet. This way we can get your athletes posted to SWIMS and the database will show the latest results.**

Please examine the meet results and verify the basic information about your meet. Age up date must be correct in the meet file.



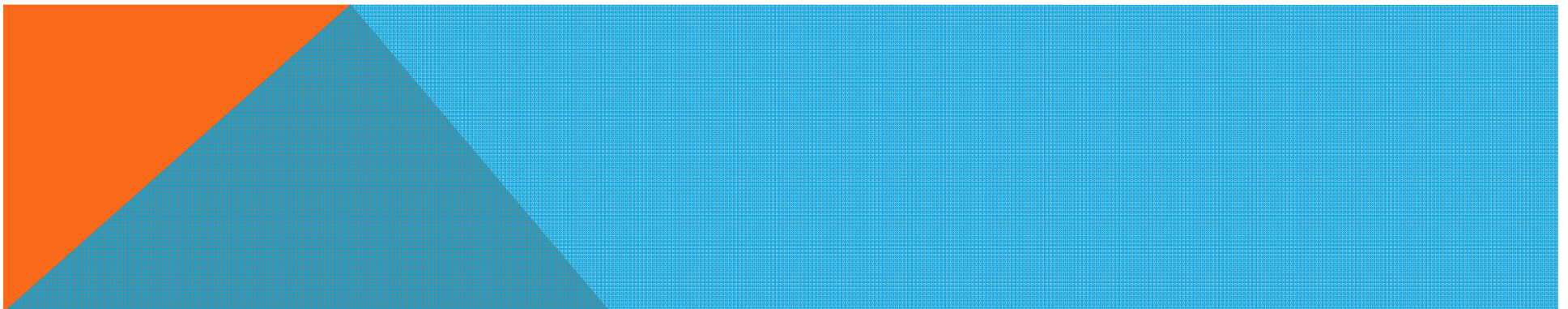
Click on Set-up / Meet Set-up to look at or revise the basic parameters for your meet such as the name, location, meet dates, the type of meet you are running, the course, timing system used, etc. The correct format for naming meets is: YEAR, LSC, CLUB, MEET NAME. Example: 2013 SE XCEL Meet of Swimmers. Avoid using "Invite" as part of your meet name. Location should be: CITY, STATE. Please do not use facility names, universities, aquatic centers, rec. centers. When Time Trials are part of the meet, a separate meet results file with individual time trial events set up separately must be created, even though they may have been combined on deck to swim.



When naming Time Trials, the correct format is: YEAR, LSC, CLUB, **TT**, Meet Name. Example: 2013 SE XCEL TT Meet of Swimmers. To **EXPORT** final results for loading into the national times database/SWIMS, the following format should be followed:

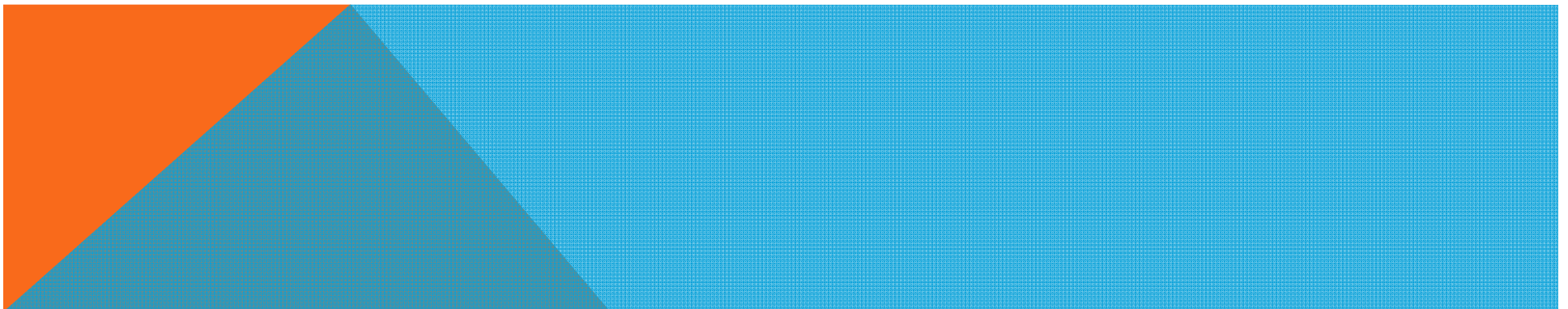
Click on **File** from the Main Menu Bar and then Export. Then pick Results for TEAM MANAGER or **SWIMS**.

You should export event results that include Standard events and Swim-Off events or any combination. These event types are defined in the Event Set-up screen. If Time Trials are part of the meet, you should export a separate file with only Time Trials.



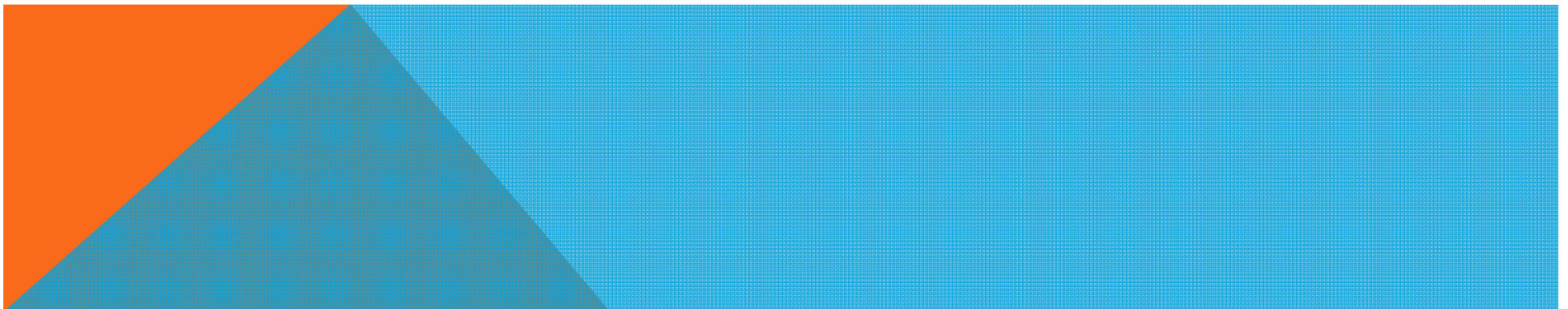
You should include legal splits.

The result of this Export will be a standard Hy-Tek Zipped Results File that can be imported directly into USA Swimming SWIMS Database. The zipped file contains both the "old" CL2 file format and the current HY3 format. After the meet, a BACKUP of Meet Manager should be emailed within a week of the last day of the meet to the SWIMS Chair also. The SWIMS Chair no longer requires paper/hard copies of results as long as a MM Backup is provided through email.

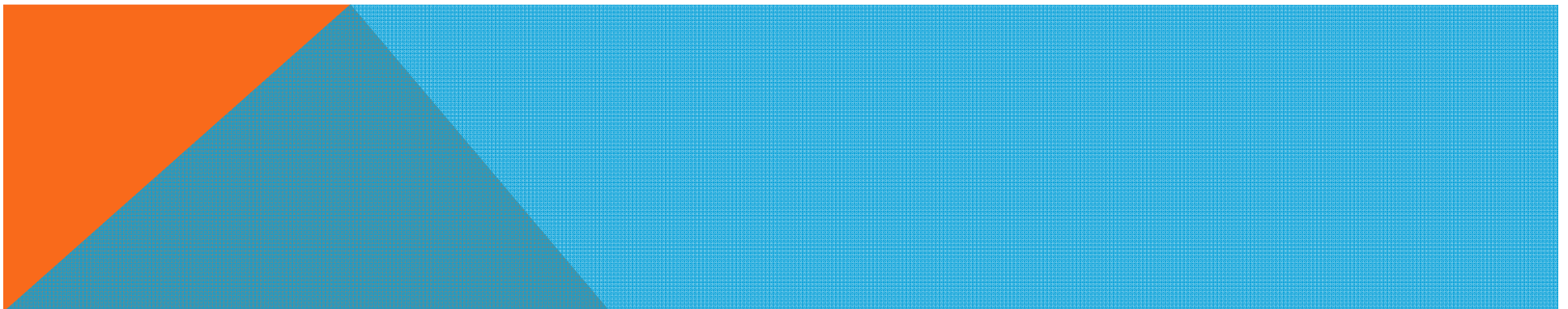


It's easy to backup your database and it only takes a minute. Just click on File from the Main Menu Bar and then Backup, and specify your disk drive and directory. That's It! Your entire database will be copied onto that disk(s). Hy-Tek Meet Manager will always use the following File name convention for your backup: SwmmBkupxxxxx.ZIP where xxxxx is the name of your Meet. For example:

SwmmBkup2013SEMeetofSwimmers-01.ZIP

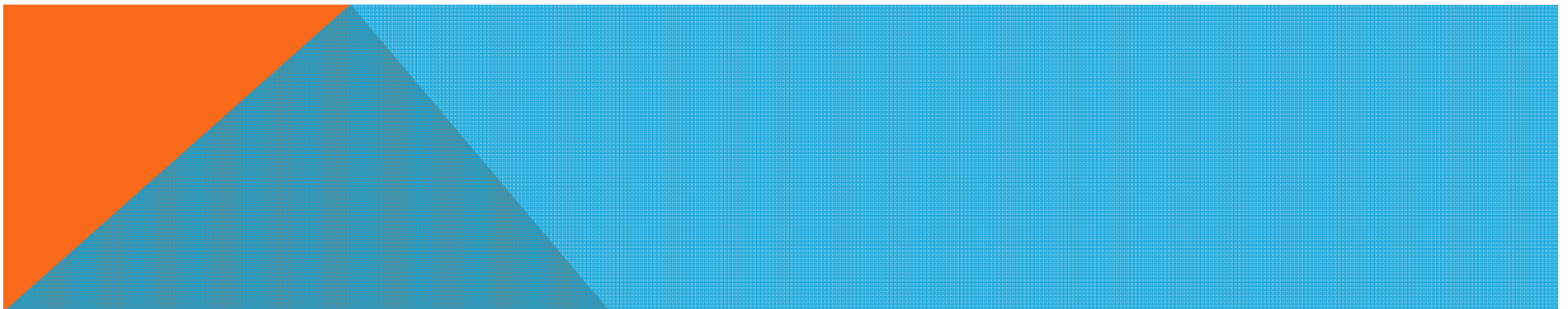


Robby Dellinger
SES SWIMS Chair
SES NTV/Top 16 Chair
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(334) 750-0403



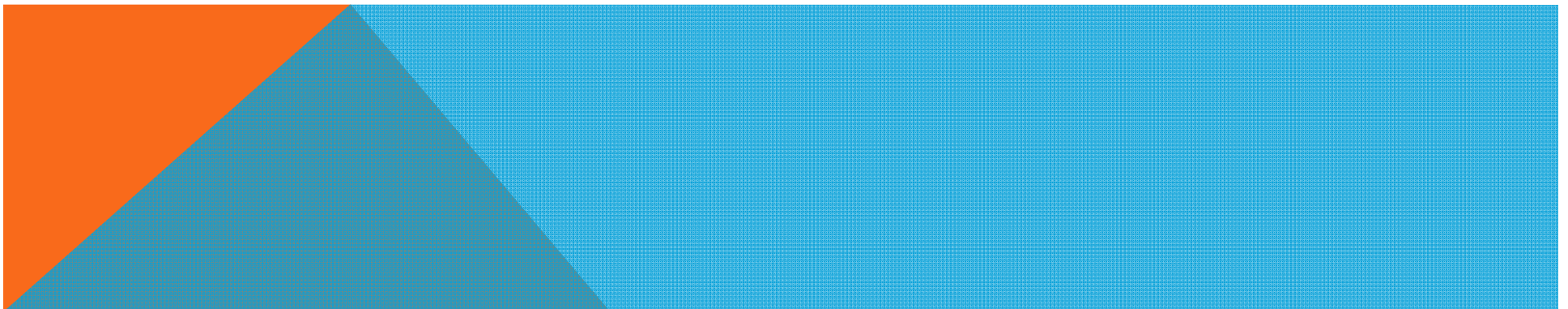
Host club meeting to discuss what went well and what didn't

Thank you letters/gifts to all committee heads -
Not required, but a nice effort following a successful meet. A successful meet is not because of your effort, it's the result of a team of people who have worked hard.



Determine what supplies need to be restocked prior to next meet

Often overlooked, but just following a meet is the best time to restock supplies you know you need for the next meet, instead of trying to remember what you need when you're preparing for that next meet.

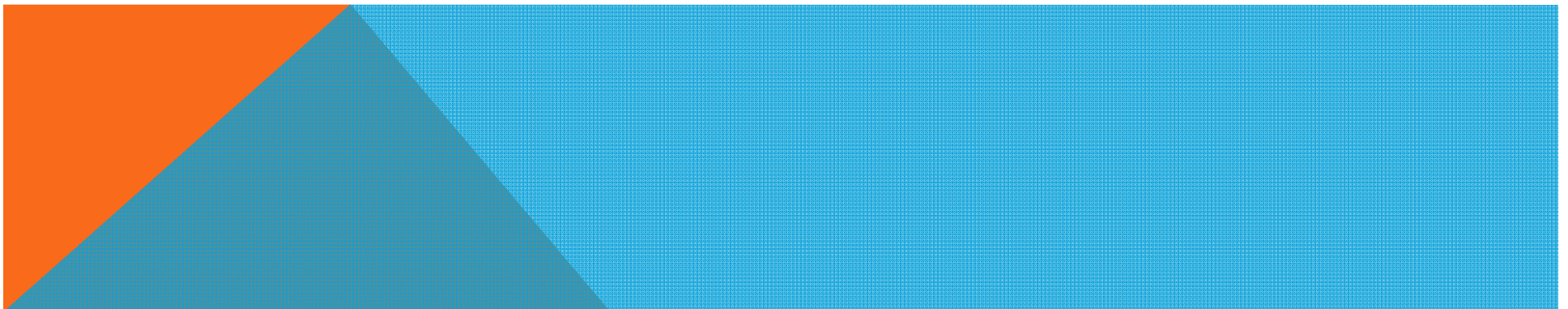


Suggested Guidance

Start planning for your meet several months in advance, 2-3 is not too early.

Finalize meet information and send meet info package, with sanction request and fee off early, 1-2 months if able.

Get Meet Referee involved early. This provides a different set of eyeballs to check the meet info, but can also help line up officials to work the meet.

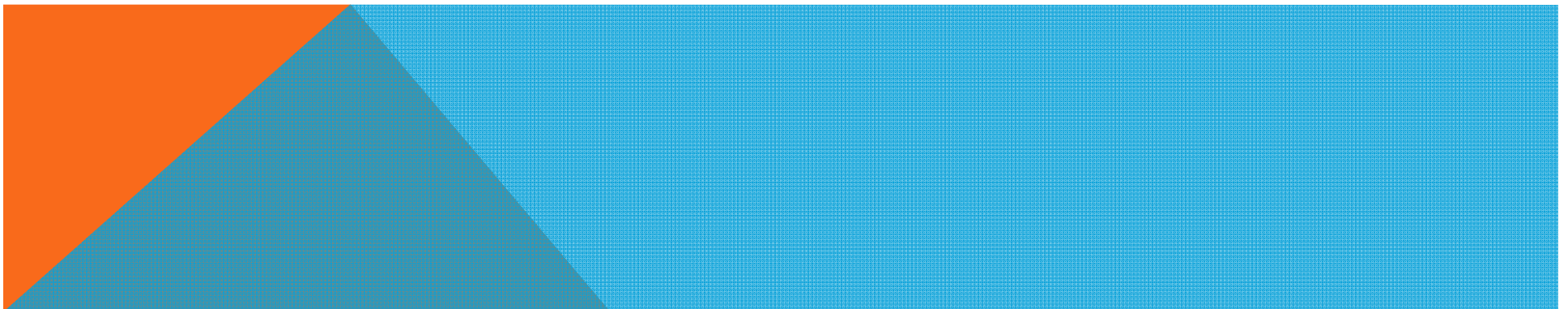


When creating/reviewing your meet in Meet Manager, look at your heat intervals for your different age groups. 10 & unders will have a difficult time making a 20 second interval unless you have a bullpen operation to help speed them along, but a 20 second interval works fine for the older swimmers. If you are running a prelims/finals meet and plan to announce all swimmers names while they are swimming, a 45 second interval works fine. If you want to announce swimmers names prior to swimming, then you'll need to increase the interval to 1:30 – 2 minutes. Recheck the start time of your next session. Make sure you are not trying to start one session prior to the previous one finishing.

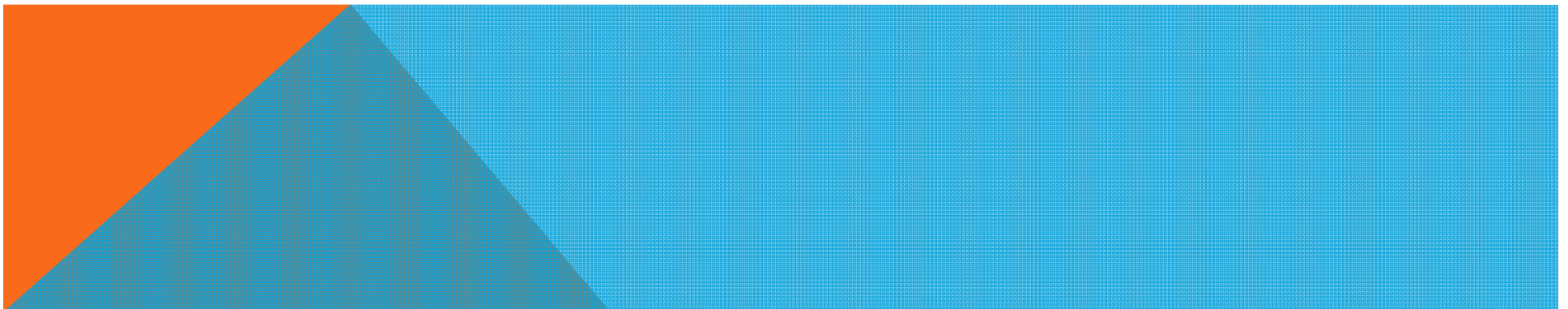


You have no control over the weather. Worry about what you do have control over. Meet workers, to include computer operators, timing system operators, runners, timers, hospitality, etc.

Championship meets, including the LSC, Sectional or above may require even earlier date planning, and will involve more coordination.



Successful meets involve people. An old adage states that if you take care of your people, they will take care of you. You can't be everywhere and do everything. You want to empower your people, so that they feel like a part of the meet rather than just bodies following orders. Give them guidance and then allow them to fix the myriad of small problems that always come up.

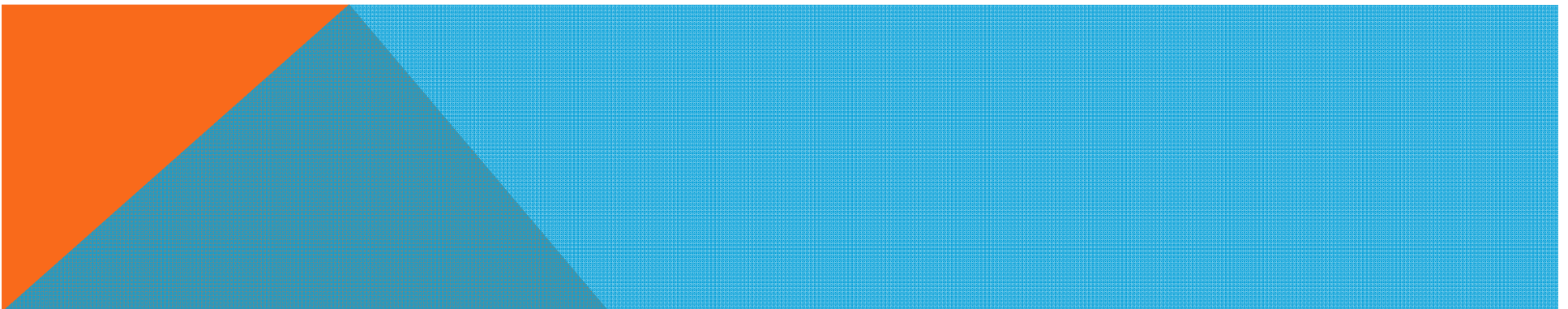


Problem Areas

The SD3 file, before sending it to Tom Healey after the entries are in and prior to the meet starting – run an exception report. It may catch some errors.

Post meet - again do an exception report before sending. Should be sent right after the meet.

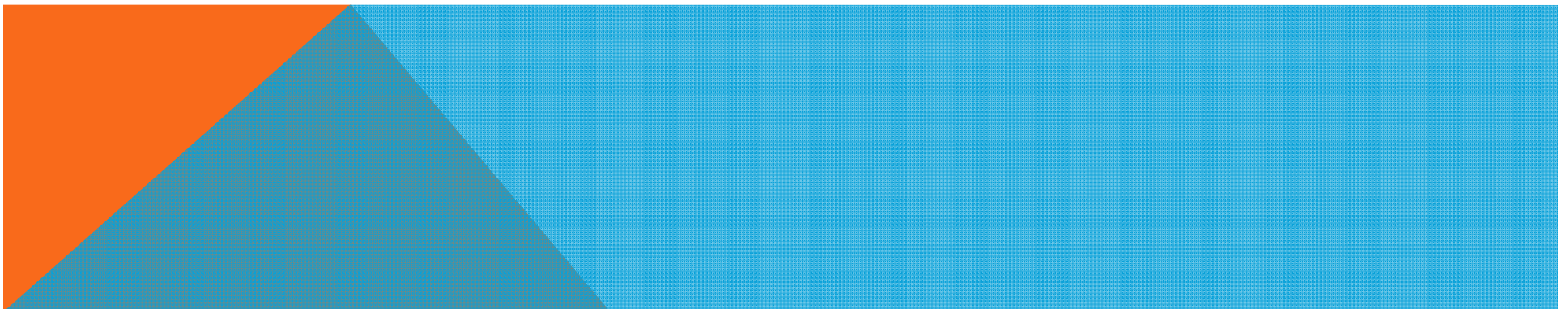
Corrections, make sure you make noted edits and SAVE, 80% of the edits that Tom sends to clubs before the meet don't get corrected.



UN vs UNanything --- kids that are unattached need to be unattached (UN) not un(and team initials). The club has to correspond to a club in the database. UN not UNGST or UGST, - has to be a registered club.

You can use UN - 1, UN - 2 etc. The computer will stop reading after UN -, for tracking purposes.

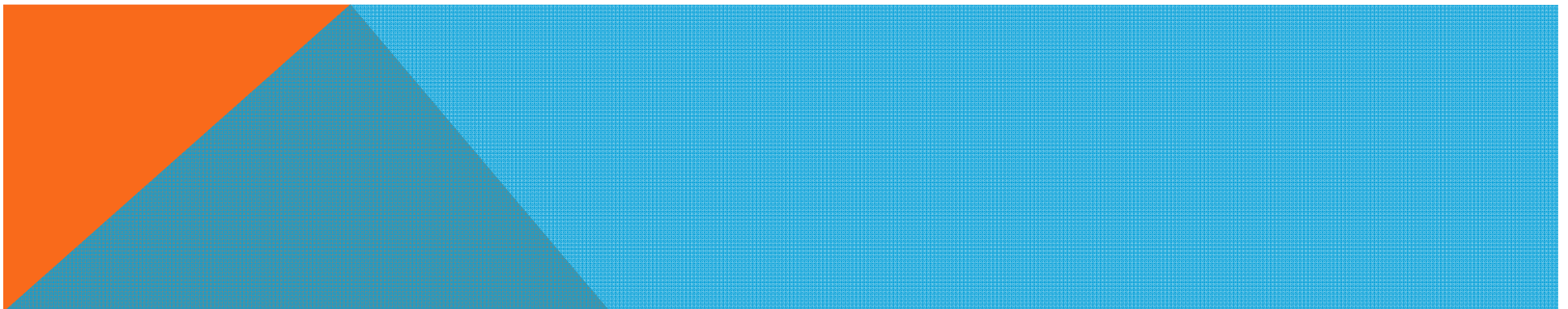
BUT, all these should be turned back to UN before submitting post meet. Obviously you may have unattached swimmers from a club for a variety of reasons, and may want to code them to track money, but after the fees are paid, remember to change the coding back to UN before sending it in post meet.



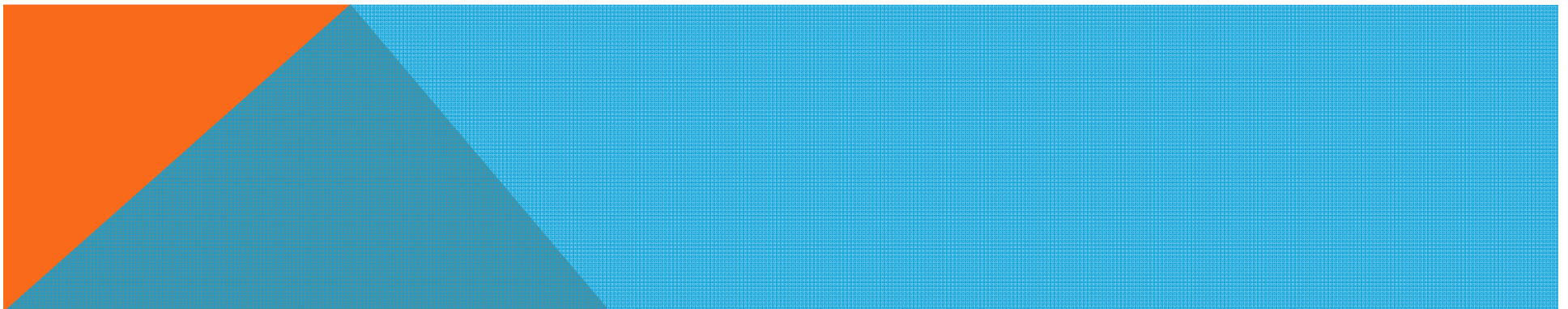
References

The SES Meet Directors Handbook - www.seswim.org
Documents, Meet Directors Handbook

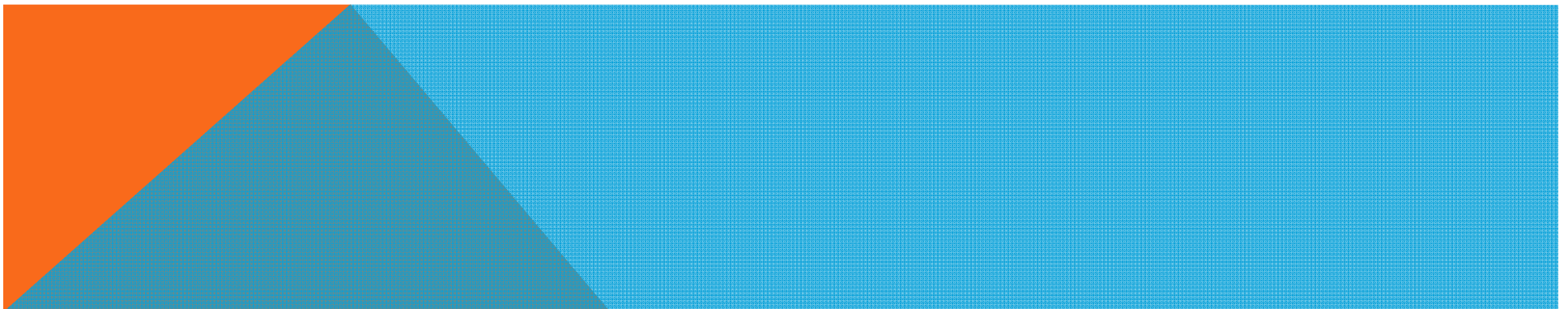
Registration – New Non Athlete form went into effect 4
Feb 2013 and is available through a link on the initial page
of the SES web site



Background check – All non-athlete members must satisfactorily complete the USA Swimming background check. This includes all coaches and officials, as well as employees and volunteers of USA Swimming, the LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties. It also includes meet directors, team managers and chaperones, individuals with any ownership interest in a member club and athletes who wish to become officials, including those under the age of 18. All of these individuals must be members as well as complete the background check.



www.usaswimming.org Top right corner type in background check, then hit enter. Select the first entry and the page you are directed to spells out the policy. Scroll down and then click on 'Initiate a Background Check'. There will be several other links to go thru, including actually paying the \$39 for the level II check, while supplying some key information to get the check started. The results will come back from 1-10 days, depending on how unique your name is. While it may list some places you have lived that are not correct – the important thing is the first page stating 'Clear. Green'. This means you passed and you'll be good for a two year period.



APT – Athlete Protection Training -
www.usaswimming.org Click on MEMBER RESOURCES,
then straight down to ‘Safe Sport’. Click on Training &
Education, then on ‘Mandatory Athlete Protection
Training for Coaches/Non-Athlete Members. The training
is setup for reading then answering questions. Don’t
worry about getting the initial answer correct – it will
guide you to the correct answer. It takes 40-45 minutes
and there are no shortcuts.

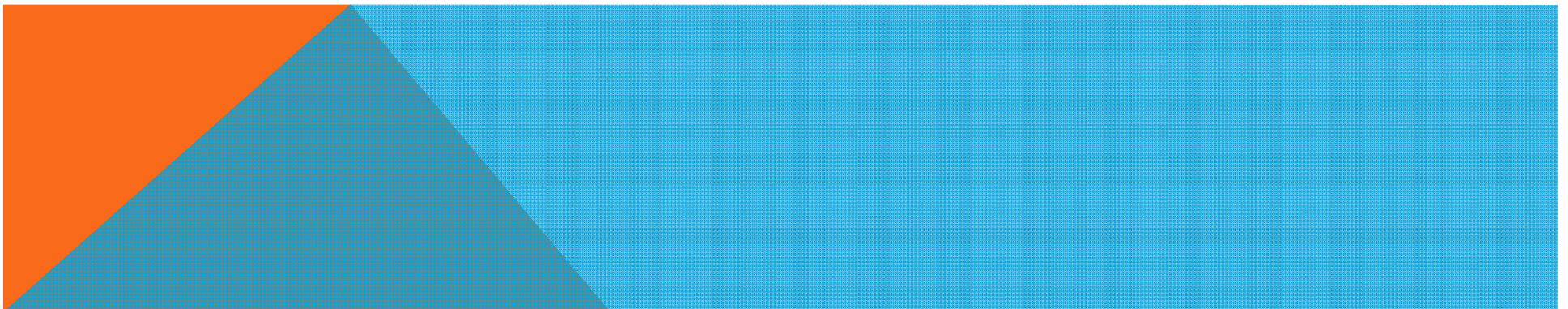


These have to be done in the order listed.

1- You must first become a member of USA Swimming.

2- Once a member, then you can go on line and initiate a background check.

3- Once your background check is completed and you have received results, then you can go through the APT training.



All of this is based upon you having an account with USA Swimming. If you have not yet done this, go to www.usaswimming.org

1. If you have never created an account on the USA Swimming website you can enter 'create an account' in the search window at the top right section of the initial web page. You'll then create a username and password.
2. To "Sign In" (once you have created an account) you can: click on "Sign In" found on the upper right-hand corner of virtually every page on the website



Requirements for what goes into a meet info package are constantly updated by USA Swimming so we try and keep the meet info template updated. Be sure and check the SES website prior to each swim meet for changes.

Swim meets are a financial boon to your club, but they mean so much more to your swimmers.

We should all remember that more often.

