

**INLAND EMPIRE MEET DIRECTOR'S HANDBOOK**  
**For Invitational and Championship Meets**  
Revised September 2017

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**An Overview of Responsibilities**

The Meet Director's goal is to host a well-organized, efficiently run meet that complies with USA Swimming and Inland Empire rules. The Meet Director delegates responsibilities and oversees all meet activities and committees, checking with committee chairpersons to ensure that all activities are being handled thoroughly. The main activities the meet Director oversees include, but are not limited to, securing the meet facility, obtaining a meet sanction, preparing and distributing the meet information, ensuring availability of all meet equipment and supplies, staffing the meet (this may involve having personnel trained to operate the timing system), and distributing final results. The Meet Director also organizes the meet committees.

The Meet Director must be a non-athlete member of USA Swimming. The Meet director should familiarize himself/herself with the current USA Swimming Rules and Regulations, the facility emergency action plan, and the Inland Empire Policies and Procedures.

The rule books should be available during the meet.

Planning for a meet should begin several months before the meet.

**Six Months Prior to the Meet**

**Secure the Facility**

This should be done at least 6 months before the meet and may involve getting a copy of your team's Certificate of Insurance, an event permit, a permit for concessions and a permit allowing camping. Meeting with the pool supervisor to discuss all aspects of using the facility is strongly recommended, as is a written pool-use contract, and the facility emergency action plan.

The facility should include locker rooms, hospitality area for coaches and officials, concessions area, spectators' and swimmers' rest areas, coaches and officials briefing area, 8 & Under staging area, administrative (office computer) area, awards area, camera area, and parking.

Equipment typically needed for a meet includes: timing system, touch pad mounts, starting system, stop watches, tables, chairs, bleachers, sound system, extension cords, power outlet strips with surge protectors, office computer with the most recent version of Meet Manger software, printers, lane lines, backstroke flags, recall rope(s), starting blocks, pace clocks, lap counters, cap gun or bell for distance events and a well-equipped tool box.

Supplies used at a meet include: clipboards, pencils, pencil sharpener, stapler, DQ slips, add/scratch

cards, relay cards, relay take-off slips, lane timer signup sheet, officials signup sheet, positive check-in sheets for deck seeded events, computer paper, award labels, masking tape and duct tape. A well-stocked tool box is a must.

DQ slips can be purchased from USA Swimming, [www.usaswimming.org](http://www.usaswimming.org), by phone, mail or on-line order. Most other forms can be created by the host team to meet the needs of their particular meet or can be downloaded from the IES website's Forms page under Admin or from the USA Swimming website.

Each team should develop a check list of equipment and supplies needed to host meets at their facility. Each team should also develop a list of safety concerns and an equipment setup design unique to their pool(s).

**A special note about the timing system:** If Inland Empire Swimming's timing system will be used, it is the host team's responsibility to contact the IES Equipment Chairman to find out the availability and location of the timing system. Current Equipment Chairman contact information is located at the end of this document. The host team is responsible for transport of the timing system from that location (often from the team that hosted the last IE meet) and inventorying the contents of the equipment trailer upon receipt and again before it is handed over to the next host team or returned to the equipment chair. The host team will send inventories the Equipment Chairman or email them as an attachment. The host team is also responsible for loading the timing system back into the trailer and returning it to the Equipment Chairman or storing it until it is picked up by the host of the next meet. The timing system is expensive and must be treated with care.

**A note about inventory:** It is important that the trailer contents be inventoried **before** and **after** each meet.

Equipment problems or missing equipment should be reported to the IES Equipment Chairman. If the next host team finds that something is missing, your team will be responsible for the missing item(s) unless you took inventory when loading the trailer at the end of your meet.

**A note regarding insurance:** IES insurance covers the contents of the trailer but not the trailer itself. Therefore the vehicle hauling the trailer must have collision insurance. If the trailer and contents must be stored, it is not necessary that the trailer is stored in a building; however, in order for the contents to be covered by IES insurance, it must be locked.

**Identification of Hazards and Emergency Plan:** The Meet Director and/or Meet Marshal shall ensure that any unique hazards/areas created by the meet are properly identified and warnings posted. Meet facility rules shall be provided to Meet Marshals, Coaches, and Officials and shall be strictly enforced. The facility emergency plan will be available to the Meet Director (the Meet Director may need to request this plan) and discussed with the Meet Referee and key meet staff designated by the referee.

### **Three Months Prior to the Meet**

#### **Secure Officials, Confirm Timing Equipment Availability, Prepare the Meet Invitation, Set up Committees**

A Referee, a Starter, four (4) Stroke and Turn Officials and an Administrative Official must be listed in the meet invitation. There must be an Administrative Referee listed for Championship meets. Confirm that the officials listed are currently certified, current USA-Swimming non-athlete members, and are available and willing to volunteer for the meet.

Contact the IES Equipment Chairman regarding using IES equipment if you plan to use it.

### **60 Days or More Prior to the Meet**

## Request a Meet Sanction or Approval

To avoid a fine, apply for a sanction 60 or more days before the meet. To do this, send a completed Inland Empire Meet Sanction Request Form and the entire meet invitation to the Inland Empire Sanctions Chairman. Current Sanctions Chairman is listed at the end of this document.

After making suggestions and receiving a revised meet invitation, the Sanctions Chair will assign a sanction or approval number which is to be added to the invitation.

If the host team or organization is a USA-S member and if eligibility is limited to USA-S members, the meet will be *sanctioned*. If the host team or organization is a not USA-S member and/or if eligibility is not limited to USA-S members, and if all USA-S rules and procedures will be in effect, the meet will be *approved*.

## What should a Meet Invitation include?

1. Meet name, date, host, location, and sanction or approval number (to be assigned upon approval of the sanction request).
2. This phrase: ***In granting this sanction it is understood and agreed that USA Swimming and Inland Empire Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms, locker room, or behind the blocks. Deck Changing is prohibited. Changing into or out of swimsuits other than in the facility locker rooms, or other designated area designated by the host facility, is not appropriate, and is prohibited.***
3. **Facility Information - Should include the following information:**
  - a) Size of pool, number of lanes;
  - b) State whether or not the pool meets the USA-S water depth requirement of 4 feet at both ends of the pool. USA Swimming regulations now state that in pools with water depth less than 4' (1.22 meter) at the start end, the swimmer must start from within the water. This will impact primarily relay exchanges and 25-yard events;
  - c) Type of timing system that will be used;
  - d) Handicapped accessibility and facility requirements/rules;
  - e) whether or not the pool has been certified in accordance with USA Swimming Rule 104.2.2C(4);
  - f) the following statement: *Only swimmers, coaches, officials and meet workers are permitted in the deck area. Spectators will not be allowed in deck area without proof of current USA Swimming membership. The deck area is considered to be a 3 foot area from the edge of the pool and the area behind the start platforms up to the timer chairs.*

***Example:*** Regulation 25 yard pool with six 7 1/2' wide lanes. Water depth and starting block height meet current USA Swimming regulations. For 25 yard events, swimmers will start from the turn end (bulkhead); there are no starting blocks at the turn end of the pool. A 14 x 14 yard warm-up/warm-down pool is separated from the competition pool by the bulkhead. Pool, locker rooms, lobby and deck are all wheelchair accessible. Daktronic timing system is used with six-lane readout and touch pads. The competition course has not been certified in accordance with 104.2.2C(4). Only swimmers, coaches, officials and meet workers are permitted in the deck area. Spectators will not be allowed in deck area without proof of current USA Swimming membership. The deck area is

*considered to be a 3 foot area from the edge of the pool and the area behind the start platforms up to the timer chairs.*

- 4. Meet format:** Describes how the meet will be ran: timed finals, split meet, etc. Include entry limitations for individual events as well as relays. Explain any other limitations such as: NT will be accepted, positive check-in rules, etc. Any other pertinent information should be listed to make the meet as clear as possible.

**Example:** *This meet will be a timed finals, split meet.  
Sat. & Sun. Morning Sessions: All 10 & Unders and 11-12 Boys  
Sat. & Sun. Afternoon Sessions: 11-12 Girls and All 13 & Overs*

*Swimmers may enter four (4) individual events and one (1) relay per day. We reserve the right to limit entries to this meet to 300th swimmer and his/her team to stay in compliance with the USA Swimming four-hour rule. Enter swimmer's best yard times. 'No time' or 'NT' will be accepted for those swimmers who do not have a previous time.*

**500 Free** – *Positive check-in is required for the 500 Free and will close 15 minutes after the beginning of Session 4. The 500 free will be swum fastest to slowest. Swimmers must provide their own timers and counters. Meet Management reserves the right to limit the 500 Free to allow completion within a timely manner.*

- 5. Schedule:** Dates of meet, warm up times for each session, coaches meeting times, official's meeting time, events start time. Include the phrase: Meet marshals will be present during warm-ups.

**Example: Saturday, December 7<sup>th</sup>**

**Session 1:** *Warm-ups: 7:30 AM – 8:00 AM  
Coaches meeting at 7:15 AM (scratches are due at this time)  
Officials meeting at 7:40 AM  
Events begin at 8:10 AM*

**Session 2:** *Warm ups: Immediately after Session 1 ends  
Events to begin one hour after the end of Session 1.  
Officials meeting to be announced*

*Meet marshals will be present during warm-ups.*

- 6. Rules:** Rules governing the meet must be included:  
*Current United States Swimming rules will govern the meet. The rules and procedures of Inland Empire Swimming will also apply. The whistle start protocol will be used throughout the meet. "No recall" starts will be in effect. Inland Empire scratch rules will be in effect. The Meet Referee shall be the final authority for the conduct of the competition. Any protests or questions concerning the outcome of an event shall be directed to the Meet Referee and shall come from the Coach of that team. Swimmers participating in the meet without a coach must report to the Meet Referee at the start of the warm-up session for instructions. Coaches must be current USA Swimming certified. Coaches must provide proof of current certification upon request by the Meet Referee. Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing*

*start or must start each race from within the water. When unaccompanied by a member coach then it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.*

**7. Eligibility:** Eligibility must be stated:

*Open to all swimmers who have are currently registered with USA Swimming. Registration numbers must accompany the master entries. Age on the first day of the meet determines the age group to enter. Athletes with a disability are welcome and are asked to provide advance notice of any necessary accommodations.*

**8. Entry information**

**Entry fees:** list swimmer surcharge, individual splash fees, and relay fees.

**Entry Deadline:** List all entry deadlines, including priority deadlines

**List what format entries are to be submitted and to whom.**

**Include the following his statement:** *The USA Swimming SWIMS database requires that ALL swimmer data be correct before any meet data (swimmer times) will be loaded into the USA Swimming database. If you know of any swimmer data that is NOT correct in the meet database please notify the meet referee as soon as possible. Appropriate changes will be made and the data will be sent to USA Swimming within 3 days of the meet. Thanks for your cooperation.*

**9. Awards:** Description of awards and how they will be distributed

***Example:** Swimmers placing 1st through 6th in individual events will receive ribbons. Relays placing 1st through 3rd will be awarded ribbons. All multi-age group events will be awarded as 8 & Under, 9-10, 11-12, 13-14 and 15 & Over. Individual and team scores will be **not** recorded. Each team should have a representative to pick up awards at the end of the meet. Awards will not be mailed to teams that fail to pick up their awards at the end of the meet.*

**10. Officials:** List Meet Director with phone number and email address, Meet Referee with phone number and email address, Head Starter, Administrative Official, (Administrative Referee for Championship Meets) Stroke and Turn x 4, Optional additions are Office Manager and Volunteer Coordinator.

*Include the following statement: Visiting Officials are welcome and encouraged to help. Information on the minimum official's requirements will be sent to participating teams once all entries are received. Please note times of scheduled Official's meetings and please bring your current IES Certification and USA Swimming Registration cards. These will be checked by the Meet Referee before deck assignments are made.*

**11. 8 & Under Swimmer Information:** Indicate where swimmers should report prior to their events for 25 yard events.

**12. Event Listing –** Numbered listing of events by session, sex and age.

**13. Miscellaneous Information to include:**

Concession Information

Vendor Information

Directions to the aquatic facility

Area hotel information

After the meet invitation is written, send it to the Meet Referee for review prior to sending it to the Sanctions Chairman. Current Sanction Chairman Information is located at the end of this document.

If not done yet, it's time to organize your committees. Remember to check their progress regularly.

## **Six Weeks or More Prior to the Meet**

### **Order Awards, Reserve Timing Equipment**

Awards can be ordered as soon as the sanction or approval is granted and a number assigned. Don't forget to consider that there are multiple swimmers on each relay team.

As soon as the meet is sanctioned, contact the IES Equipment Chairman to confirm reservation of the timing system and/or other IES equipment.

## **40 Days or More Prior to the Meet**

### ***Distribute Meet Invitation***

This must be done two ways.

1. Send entire invitation to the Inland Empire webmaster, [webmaster@ieswim.org](mailto:webmaster@ieswim.org) for posting to the Meets page of the IES website.
- and 2. a) Email the entire invitation to each team registered in IES  
or b) Mail a hard copy to each team registered in Inland Empire Swimming; address labels for IES teams are available at [www.ieswim.org/forms](http://www.ieswim.org/forms).

The invitation may also be sent to clubs and other teams in other LSCs.

The invitation should also be sent to the Meet Referee and other key meet staff.

## **3 Weeks or More Prior to the Meet:**

### ***Send Events for Team Manager for posting on the IE website***

The host team's person responsible for meet entries will set the meet up in Meet Manager in order to export the 'Events for TM' file that he will then send to IE's webmaster, [webmaster@ieswim.org](mailto:webmaster@ieswim.org).

## **Entry Due Date and Soon After**

The host team's entry person does the following:

- Update Meet Manager. The latest release can be downloaded from [www.hy-tek ltd.com](http://www.hy-tek ltd.com).
- Imports or hand enters each team and swimmer's entries into the meet's database in Meet Manager.
- Runs Meet Manager exceptions reports to check that entry limits are not exceeded and that swimmer birth dates and names agree with their USA-S numbers. Notifies coaches of any discrepancies and requests corrections.
- Sends a back-up of the meet's database, after all swimmers are entered and 6 days prior to the meet, to IES Office Administrator [at info@ieswim.org](mailto:info@ieswim.org). The Office Administrator will check for current USA-S registration status and discrepancies with the SWIMS database. \*\*\*With USA Swimming's SWIMS program/database, this is very important; a swimmer must be entered the same way in the meet database and USA Swimming's database or the swimmer's results may not import into the SWIMS database.
- If swimmers are added to the meet after the IE Administrator checks the database, be sure to enter the swimmers correct birth date and legal name; remind the coach that the swimmer data must match that

in his Team Manager database. If there is time before the meet begins, send another back-up of the meet's database to the IES office administrator to verify swimmer information.

- Keeps paper meet entry documents sent by visiting teams. These records must be available during the meet.
- For approved meets, if the host team requires that all non-USA-S entrants submit a completed USA-S Waiver of Liability Form, the Meet Director and/or entry person may collect them with entries.
- Keeps track of entry fees collected from and owed by each team. This information should be available at the meet.
- Checks the timeline. Notifies teams if their swimmers entries are not accepted (if the meet is oversubscribed or the swimmers are not USA-S registered). Notifies coaches if events will be deleted from the entries; also if swimmers are to be cut from certain events with a limited number of heats stated in the invitation (i.e.: 400 IM, 500 Free).
- When all corrections are made, print out the meet program, including IES records and meet records and any time standards. This meet program will be included in the Heat Sheet. IES records and time standards are available from the IE website under the "Times" tab.

## **The Week Prior to the Meet**

### **Compile and copy the Heat Sheet**

It must include the following:

- Order of events with estimated timeline for each session.
- List of participating clubs
- Special facility rules and handicapped accessibility
- List of primary officials
- Current IE record holder, club affiliation, and time printed before each event
- Meet records if hosting an IES championship meet. These records can be found at [www.ieswim.org/records](http://www.ieswim.org/records)
- Seed times for each swimmer
- This statement in a prominent spot: In granting this sanction (or approval) it is understood and agreed that USA Swimming and Inland Empire Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.
- This statement in a prominent spot: "Only swimmers, coaches, officials and meet workers are permitted in the deck area. Spectators will not be allowed in deck area without proof of current USA Swimming membership. The deck area is considered to be a 3 foot area from the edge of the pool and the area behind the start platforms up to the timer chairs."
- This statement in a prominent spot: The USA Swimming SWIMS database requires that ALL swimmer data be correct before any meet data (swimmer times) will be loaded into the USA Swimming database. If you know of any swimmer data that is NOT correct in the meet database please notify the meet referee as soon as possible. The appropriate changes will be made. The data will be sent to USA Swimming within 3 days of the meet.
- A meet evaluation form.

It may include this optional information:

- A cover
- Pool facility map including locations of lost and found, clerk of course, and first aid
- Warm-up lane assignments
- Time standards for the next level meets. This information should be listed before each event rather than be on separately attached sheets.

- Meet records for non-championship meet
- List of key meet staff
- Miscellaneous: ads from various people and/or businesses, concession menu

### **Prepare Coaches' Packets**

Each team should get a packet and it should include:

- One or two heat sheets
- Relay Cards for that team's relays
- Meet Evaluation Form
- Add/Scratch cards
- Initial Split request Form.
- Validate that all non-athlete participants (Coach and Officials) have a current USA-S membership.
- Give a Deck Pass to each coach after validating their registration, so they can be identified by Meet personnel.
- If a swimmer enters a meet without a coach present, complete the swimmer assignment form.

Nice to include:

- Entry List report from Meet Manager for that team
- Pens/highlighters
- Information regarding hospitality or other miscellaneous info.

**Confirm that the key officials** are still able to volunteer at the meet. Find replacements if necessary.

**Confirm/finalize all volunteers and supplies.**

**Acquire IE equipment trailer** if it was not previously picked up and if IES equipment will be used. Contact the IES Equipment Chairman to confirm that responsibility for the trailer has been assumed and give him contact information for the individual storing the trailer.

## **Day Prior to and/or the Day of the Meet**

Post a copy of the heat sheet on deck.

Post positive check in sheets if needed.

Post Lane Timer and Officials sign up sheets.

Set up tables, chairs, timing system, starting blocks, sound system, etc.

Import event order from Meet manager to the Timing Console.

Make Official Sign-up Sheets.

Collect USA-S Waiver of Liability Form from all entrants if your team requires the form.

## **When the Meet Begins and During the Meet**

Hope that all goes well!! The meet is now run by the Meet Referee. The Meet Director defers problems and situations to the Meet Referee, helps troubleshoot where necessary and oversees the committees.

Please note: The relays must be entered with the names of all swimmers. Relay cards must be submitted with each relay; the head timer and runner should ensure that the relay cards are collected and taken to the person(s) working the office computer. Meet office personnel will be responsible for entering the names in the correct order from the relay cards.

## After the Meet

**Smile, it's over!** Give yourself and your committee members a pat on the back for a job well done!

If IES equipment was used, take down equipment, inventory and load the IES equipment trailer. Store, transfer custody to the next meet host team or return the trailer to the IES equipment chair.

Send a back-up of the Meet Manager database to the IE webmaster, [info@ieswim.org](mailto:info@ieswim.org) so the results get posted on the website's Meets page. This may need to be resent with corrections per the SWIMS statement. Also send team placings, individual high point winners, meet records and IE records set, if applicable.

Send Team Scores, if applicable. (Meet Manager Report)

Send High Point Winners, if applicable, (Meet Manager Report)

Send list of new IES records to the IES Records Chairman, Current IES Records Chairman Information is located at the end of this document and to IE webmaster, [info@ieswim.org](mailto:info@ieswim.org).

Send all USAS Waiver of Liability forms to IES Administrator, Karen Byers at PO Box 8085, Moscow, ID 83843, if applicable.

Send a copy of the completed meet evaluation forms to the Sanctions Chair.

Complete the Meet Financial Report, found at IES website's Forms page under Admin and mail it along with the Meet Manager Team Roster Report including the Athlete/Entry Count and payment to IES Treasurer. Current Treasurer information listed at the end of this document. This must be done within 10 days after the meet to avoid a \$100 fine.

Keep all paperwork and backups pertaining to the meet for one (1) year. This includes entries from teams, referee and starter heat sheets, a printout of results from the timing console and Meet Manager for each event, all DQ slips and relay cards and scratch cards.

Send recommendations to improve this handbook to Karen Byers [at info@ieswim.org](mailto:info@ieswim.org).

IE Officials do not get paid: therefore a note of appreciation would be appropriate.

## COMMITTEES AND VOLUNTEERS

**SAFETY:** The team's Safety Coordinator is a likely candidate as chairman for this committee; will work with referee, lifeguards, meet marshals and equipment committee to ensure a safe meet venue. Design a safe timing system wiring layout and inspect installation prior to the start of the meet.

**MEET MARSHALS:** Meet marshals enforce warm-up procedures and, for the duration of the meet, ensure an orderly venue. They have authority, through the Meet Referee to have anyone that 1) behaves in an unsafe manner, 2) uses foul language, or 3) is otherwise disruptive, removed from the venue.

**EQUIPMENT:** This person/committee confirms the availability and location of the timing system, then reserves it after the meet is sanctioned, arranges transportation of the equipment, inventories the trailer contents upon arrival and when reloading the equipment, arranges storage of the equipment trailer if it is not taken to another meet or back to the IES Equipment Chair. Works with the Safety and Facilities committees to implement safe setup of the timing equipment.

**CONCESSIONS:** The Concessions Committee plans and staffs the concessions stand at the meet. Activities include planning, purchasing, pre-meet set-up, staff the stand during the meet, take down and clean up.

**ENTRIES:** This person's responsibilities are described in the main body of this handbook starting at Three Weeks or More Prior to the Meet.

**HEAT SHEET:** Obtains the meet program from the Entries person and compiles and copies it. See The Week Prior to the Meet section. They then compile and copy the Heat Sheet.

**AWARDS:** Orders awards six (6) weeks or more prior to the meet. During the meet volunteers from this committee put "placing" labels on the back of the award ribbons/pins and then sort the ribbons/pins in bags for the appropriate teams.

**HOSPITALITY:** The host team provides food and drink for coaches and officials in a "Hospitality Room". The folks working hospitality plan the hospitality food for breakfast, lunch and snacks, and purchase and prepare it, or even 'borrow' from the concessions stand. Many times teams ask their members to contribute the Hospitality Room. Hospitality also provides drinks for the timers.

### **FACILITIES:**

**Set Up:** This includes but is not limited to setting up the timing system, coaches tables and chairs, timer chairs, starter and referee stands and marking the designated deck area.

**Tear Down:** Reverse of setup, also may include clean up.

### **COMPUTERS:**

**Timing Console:** The deck computer is the crux of the automated timing system. Its operator makes sure it is set to the proper event and heat before each race, and monitors lap counts and split touches during each race. Also prints heat results that go to the office.

**Office Computer:** During the meet this person is in touch with the Meet Referee to add and scratch swimmers from the meet, enter relay names, and act as timing judge to be sure that each swimmer gets as accurate and official time as possible. This person must be familiar with Hy-tek's Meet Manager software as well as both Inland Empire Swimming and USA Swimming rules and regulations regarding meet administration. This person should be aware of the new SWIMS database and know that complete swimmer info (legal name including middle initial and birth date) must be entered when a swimmer is added to the meet. This information must match the information on

that swimmers USA-S card so his/her results import into SWIMS.

**RUNNER/POSTER:** This person collects DQ slips from the officials, lane timer sheets from timers in each lane, deck computer printouts and starter sheets. These are then taken to the office. This person also takes the results for each event from the office and posts one copy, and takes another copy to the announcer.

**HEAD TIMER:** Provides a sign up sheet for lane timers, ensures that the timers understand their job and perform it correctly, starts two watches for each race as a backup to lane timers.

**ANNOUNCER:** Announces events in the water, first, 2<sup>nd</sup> and last call for each event, and the top placings in each completed event. This person maintains the timeline of the meet by announcing the next event and turning control of the start over to the Referee. Also makes various other announcements to keep everyone informed.

**HEAT SHEET SALES:** This can be incorporated into concessions or operated as a separate sales stand.

**T-SHIRT SALES:** if the host team plans to sell them.

**SWIM WEAR/ACCESSORIES:** If the host team plans to sell it. A vendor can be contracted to sell them.

## IMPORTANT MEET DIRECTOR CONTACT INFORMATION

IES Office Administrator: Karen Byers – [info@ieswim.org](mailto:info@ieswim.org)

IES Finance Officer: Don Hougardy (UN) - (509) 432-9011, [donhougardy@gmail.com](mailto:donhougardy@gmail.com)

IES Swimming Equipment Chair: Chance Youkin (TCCC) - [cry@skykos.com](mailto:cry@skykos.com)

IES Operational Risk Chair: Jack Griffith (TCCC) - [jack\\_e\\_griffith@rl.gov](mailto:jack_e_griffith@rl.gov)

IES Sanction Chair: Dave Cutter (VS) - [david\\_cutter@yahoo.com](mailto:david_cutter@yahoo.com)

IES Records Chair: Todd Stafek (TCCC) - [toddstafek@charter.net](mailto:toddstafek@charter.net)

## **Including Swimmers With a Disability: A Guide for Meet Directors and Safety Directors (prepared by USA Swimming)**

Including athletes with a disability in your meet is easy. The goal remains the same as it has always been – to make the meet a safe, successful, and fun experience for all swimmers. There is very little to add to the list of “things to do” when including athletes with a disability. A positive attitude, knowledge of LSC policies regarding inclusion, and common sense will see you through.

### **What Constitutes a Disability?**

The USA Swimming rules permit disability accommodations and exceptions for swimmers who have “a permanent physical or mental impairment that substantially limits one or more life activities.” This definition encompasses swimmers who are deaf; swimmers who are blind; swimmers with cognitive disabilities such as mental retardation, severe learning disabilities, or autism; and swimmers with physical disabilities such as amputations, cerebral palsy, dwarfism, spinal injury, or other mobility impairments. The Meet Referee is responsible for determining whether a swimmer satisfies this definition and is therefore entitled to special accommodations when competing. The Meet Director is responsible for welcoming the swimmer with a disability, implementing LSC policies on inclusion, and providing needed disability accommodations. The Meet Director and Safety Director share the responsibility of ensuring the safety of all participants, including swimmers, coaches, spectators, and meet workers who have a disability.

### **LSC Policies on Inclusion**

Your LSC should have a policy about the inclusion of athletes with a disability in LSC meets. This policy might specify exceptions to entry qualifying times or flexible seeding procedures. Make certain that the policy is printed in the entry information packet and that meet management personnel, including the entry chairperson, clerk of course, and computer operator know, understand, and uphold the LSC policies.

- **Meet information.** Include a sentence or paragraph in the meet information welcoming athletes with a disability and asking them to provide advance notice of necessary accommodations.
- **Eligibility.** Describe the time standards provisions and any other eligibility criteria in the meet information. An example of an LSC policy might be the waiving of time standards for athletes with a disability in events 100 y/m or shorter.
- **Classification.** Ignore references to classification. Classification is a method of grouping swimmers for competition according to ability/disability characteristics. Classification is used at major disability-specific meets, but is impractical at LSC meets because there are usually too few swimmers with a disability, because LSC officials are typically not prepared to make classification-specific rule exceptions, and because authorized classifiers are usually not available at local meets.
- **Seeding.** If special seeding is required, contact the Meet Referee as soon as possible so that s/he can determine the best way to include the swimmer without a negative impact on the timeline or without undue focus on the swimmer during the meet. One possibility is to allow the swimmer with a disability to compete at a shorter distance than others in the event, e.g., a 100m distance within a 200m event. Another option would be to have the swimmer with a disability seeded within an event for a younger age group. Keep in mind, however, that most athletes prefer to train and compete with their same-aged peers. The times for any athlete with a disability in special seeding circumstances should be incorporated into the actual event for the proper age group and distance. If such an event is not offered in the meet, the swim should be treated as a special event.
- **Awards.** Determine whether you wish to offer special awards for athletes with a disability. Remember that recognition is more valued when it is earned and that awards such as ribbons and medals are usually valued more by younger and novice swimmers.

## Disability Accommodations

Meet Directors should provide accommodations upon request for swimmers, spectators, and volunteers who have disabilities. Most accommodations needed at a swimming competition are common-sense adaptations to meet procedures and facility preparation that involve little or no cost to the meet host. In some cases, the swimmer with a disability simply needs your permission to provide his/her own accommodations, such as a personal assistant. The following guidelines should be useful to meet directors; however, remember that accommodations should be tailored to the individual's unique needs.

- **Personal assistants.** Personal assistants (usually provided by the swimmer) provide disability-specific help to the swimmer. For example, some deaf swimmers may choose to have an interpreter with them on deck so that they have access to announcements and verbal instructions from officials. Personal assistants help blind swimmers to locate and step onto the starting block, and they notify the swimmer of an impending turn or finish by tapping the swimmer's body with a soft-tipped pole. Service dogs help blind swimmers to be more independent, and should be permitted on the pool deck. A buddy can help swimmers who have cognitive disabilities by facilitating communication and by reminding the swimmer about meet routines and procedures. Swimmers with physical disabilities may need help with tasks such as personal care and entry and exit from the water. Personal assistants are not required to be members of USA Swimming; however, they may not coach (unless registered as coach members) and must not interfere with meet operations.
- **Communication.** Use common sense when determining effective ways of communicating with swimmers who have a disability. Communicate with deaf swimmers through an interpreter, coach, or written word. Ask meet workers to read the scoreboard or printed information for blind swimmers. Use language that swimmers with cognitive disabilities can understand. It is polite to sit or kneel when speaking to a wheelchair user or someone of short stature so that the swimmer doesn't need to look up to see you.
- **Equipment.** Equipment needs will depend upon the swimmer's disability. Place the strobe light where it can be seen by deaf swimmers and be prepared to move the strobe light or use an auxiliary strobe light for different events. Mats at the ends of the pool facilitate safe transfers for wheelchair users. A hydraulic lift is not required, but if one is available, it should be used if needed and requested by the swimmer. Dwarf swimmers appreciate step stools, especially in locker rooms, so that they can reach shower controls and other appliances.
- **Facility.** Keep the pool deck and other traffic areas as free from obstacles as possible to accommodate swimmers who are blind or who use mobility equipment such as wheelchairs, crutches, or walkers. Heavy doors should be propped open or temporarily removed. Wheelchair seating should be provided on-deck or in the spectator stands as needed. Elevators should be accessible to persons with a disability.
- **Meet procedures.** Notify key meet workers such as the announcer, clerk of course, and awards personnel when disability accommodations are needed, and ask them to provide needed services as unobtrusively as possible. Post heat sheets and results low enough for wheelchair users and dwarf swimmers to read. Be cognizant that some swimmers with a disability need opportunities to earn qualifying times in the 50 y/m stroke events and the 150 y/m individual medley for the USA Swimming Disability Championships. Offering these events as time trials or special events is a great service. Providing proof-of-time for records or meet entry purposes is another service that should be provided upon request.

## Safety at Meets

Many Meet Directors fear that safety is a bigger concern for persons with a disability than for other participants; however, this is rarely the case. With a few common-sense precautions, most safety risks can be minimized or eliminated. Remember to consider all participants when developing your meet safety plan – swimmers, coaches, spectators, and meet workers.

- **Emergency signals.** Consider the adequacy of emergency signals for swimmers, coaches, spectators, and meet workers who have disabilities – will they know an emergency signal has been activated? Visual signals are needed by persons who are deaf, and auditory signals are needed by persons who are blind.

- **Emergency evacuation plan.** A copy of the evacuation plan should be printed in the heat sheets or meet program to inform participants what to do in the event of an emergency. The evacuation plan should specify assistance for persons who are blind or who those have cognitive or physical disabilities. Remember that elevators should not be used in case of fire; therefore, wheelchair users may need alternate exit routes or help in negotiating stairs.
- **Slippery pool deck.** A slippery deck is especially hazardous for swimmers who use mobility equipment such as crutches, canes, and walkers. Many slips and falls can be prevented by keeping the pool deck as clean and dry as possible and by the use of personal assistants.
- **Cluttered pool deck.** A cluttered pool deck impairs mobility for swimmers who are blind and for those who use wheelchairs or other mobility equipment. Safety marshals should help to keep traffic areas clear of obstacles to prevent accidents. Personal equipment such as wheelchairs, prostheses, or other mobility equipment can pose a hazard to officials and swimmers at the starting end of the pool, and should be moved to a safe location while the swimmer is warming-up or racing.
- **Sharp or rough surfaces.** Sharp-edged lane lines may be an unavoidable problem for some swimmers who are blind; causing cuts, scrapes, and bruises. Mats at the ends of the pool help prevent injuries to wheelchair users and other swimmers with physical disabilities when they transfer in and out of the pool. Towels on rough-surfaced starting blocks help prevent skin injuries for swimmers who start from kneeling or sitting positions.

#### **Remember...**

- The primary ingredients for successful inclusion of swimmers with a disability are a positive attitude and common sense.
- Use common-sense disability accommodations that enable swimmers with a disability to have a fun, successful, and safe meet experience.
- Key meet workers should be informed about relevant LSC policies and the need to provide disability accommodations.
- Consider the needs of participants with a disability when developing the meet safety plan.

#### **Resources**

Meet Directors and safety directors who need additional information are encouraged to contact USA Swimming headquarters:

USA Swimming  
 One Olympic Plaza  
 Colorado Springs, CO 80909  
 (719) 866-4578  
[www.usa-swimming.org](http://www.usa-swimming.org)

Other sources of information include the USA Swimming rule book (especially Article 202.2.12 and Article 105) and LSC policies on inclusion.

#### **Acknowledgements**

This brochure was developed by the Adapted Swimming Committee as a service to Meet Directors and Safety Directors. This “Guide for Meet Directors and Safety Directors” is part of a series of five brochures on including swimmers with a disability. USA Swimming has also published guidelines for swimmers and parents, coaches, officials, and local swimming committees. The mission of the Adapted Swimming Committee is the full inclusion of swimmers with a disability in USA Swimming programs.



# No Camera Devices

(Cameras, Video Cameras, Ipads, Cell  
Phones, Etc.)

No still photography  
No video photography

# Camera Zone

Picture taking is permitted in this  
area



## 2017-2018 IES Swimmer Assignment Form

\_\_\_\_\_  
Name of Meet: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_ City: \_\_\_\_\_

Name of Swimmer(s) and their Club:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_, agree to act as coach for the  
(Print your name) above named swimmer(s) during the pre-meet practice, warm-up and the  
competition.

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach's Team Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

## INLAND EMPIRE SWIMMING REQUEST FOR INITIAL DISTANCE SPLIT

This form should be completed when a swimmer requests that he or she receive recognition for an initial distance so that the time can be entered into SWIMS. Three watches should be provided for the initial distance split and the times recorded on this form. Officials should observe the "finish" at the initial distance to verify that the initial distance was completed in accordance with the finish rules of the relevant stroke. The swimmer must complete the event or the initial distance will not be recognized. Send completed form to Karen Byers, PO Box 8085, Moscow, ID 83843.

**Swimmer's Name:** Club \_\_\_\_\_ LSC \_\_\_\_\_  
**Swimmer's USA-S #** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
**Event #** \_\_\_\_\_ **& Description:** \_\_\_\_\_

**Initial Distance:** (circle) 50 100 200 400 500 800 1000 other

Watch Times: \_\_\_\_\_

Pad Time: \_\_\_\_\_

Official Time: \_\_\_\_\_

The initial distance was completed in accordance with USA Swimming technical rules for the stroke, including the finish. The swimmer completed the event.

**Signature of Meet Referee:** \_\_\_\_\_

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**Signature of Administrative Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Meet:** \_\_\_\_\_ **Sanction/Approval #:** \_\_\_\_\_

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## Meet Marshal Instructions:

**Job description/responsibilities:** Arrive 15 minutes before warm-up or the beginning of your shift. Check in with the Meet Referee for any specific instructions. While on duty, wear appropriate gear (vest/lanyard/cap) to be easily identified; Head Marshal may carry a whistle. Per USA Swimming Rulebook (102.19): The marshal shall have full authority to warn or order to cease and desist and with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. Coverage of the venue is required for the duration of the meet activity.

Risk Management:	Safe Sport Environment:
<ul style="list-style-type: none"> <li>• Watch pool during warm-up. General warm-up – feet first entry. Dive starts must be under the direct supervision of a certified USA Swimming coach. Watch warm-up/down lanes during meet (to be general warm-up only) – observe same as above.</li> <li>• Roam pool venue. Check your gender specific locker room periodically for safe behavior.</li> <li>• Remind spectators, if needed, to stay in appropriate areas. Maintain clear areas on stairways and in front of exit doors at all times. Remove spectators who are camped in areas posted with “No Seating” signs. If crowd control becomes a problem, let the Meet Director or Meet Referee know.</li> <li>• Pay attention to your surroundings. Be vigilant for unsafe behavior by anyone at the venue (running, tossing objects, horseplay, etc.).</li> <li>• Be respectful and always use appropriate language.</li> </ul>	<p>Enforce USA Swimming Rule Requirements:</p> <ul style="list-style-type: none"> <li>• The use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms.</li> <li>• The use of visual recording devices is allowed on the deck, but is specifically prohibited in the area directly behind and adjacent to the starting blocks.</li> <li>• Deck changing is prohibited. If observed, report it to the Meet Referee.</li> <li>• Where separate restroom facilities are available for spectators, coaches, and officials, locker rooms are reserved for the exclusive use of the athletes.</li> <li>• Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.</li> <li>• Smoking and use of other tobacco products is prohibited in all areas of the venue.</li> <li>• Alcoholic beverages are prohibited in all areas of the venue.</li> </ul> <p>Enforce LSC Requirement: Professional/Team photographers must report to the Meet Referee to obtain media credentials prior to taking any pictures. Media credentials must be visible while taking pictures at the venue.</p>

**ALWAYS: Be vigilant for any suspicious behavior at the venue. Immediately report any concerns to the Meet Referee.** Download the MEET MARSHALL CHECK LIST from [www.ieswim.org](http://www.ieswim.org) -> LSC Info -> Forms.