

A decorative graphic consisting of three blue circles of varying sizes and two thin blue lines. One line starts from the top left and passes through the top-left edge of the largest circle. The other line starts from the top right and passes through the top-right edge of the largest circle. A smaller circle is positioned between the two larger circles.

Indiana Swimming Inc. Championship State Meet Guide

Basic Guidelines and Expectations

This document covers the basic guidelines and expectations of the meet hosts and referees to hold a successful championship meet. This should be used for planning purposes and as a framework for the meet. This is not intended as a stand-alone document, but refers to multiple other resources for use. This guide will be revised and updated to reflect current legislation and practices annually.

Indiana Swimming Office (ISI) 317.237.5780

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INITIAL CONSIDERATIONS

INTRODUCTION

This document is to be used as a guide and provides basic information about hosting an Indiana Championship meet; it is not all-inclusive. Depending on the level of meet, number of expected attendees, and location of the meet, the requirements and expectations to host the meet may differ. If items are not referenced or additional questions arise, please contact the Indiana Swimming Inc. (ISI) office for further assistance.

Although Open Water meets are referenced in this document, the information presented is very basic. Additional resources should be consulted in preparation for the meet.

Separate checklists for the Meet Referee, Meet Director, Entry Chair, Awards Chair and Web Master are provided on the ISI web site. These are more specific and broken down by pre, during and post meet to assist in meet execution.

HOST CLUB EXPECTATIONS

The decision to host a championship meet should include a wide variety of club members dedicated to the success of the event. Once awarded the championship meet, regular host organizational meetings should be scheduled. The host club should meet prior to attending the Championship Coordination meeting to review materials provided. The organizing Committee should be knowledgeable about all aspects of the meet.

The Local Organizing Committee (LOC) is comprised of the Meet Director(s), Entry Chair, and all Committee Chairs. The expectation is that all aspects from pre-meet through post meet will be fulfilled by the LOC. They should be focused on their dedicated roles at the meet and not take on dual roles. The expectation is that all of the key people will be present throughout the meet; or with co-chairs that one is on-site during operational hours.

MEETINGS

Championship meets are not regular meets, and having an action plan in place with the appropriate leadership will make the Committee Chairs' jobs much easier. Moving forward, regular meetings until the actual event are a must for a successful execution of the meet. There is no set recommended schedule, as it is dependent on the experience of the leadership. Monthly meetings may suffice until the month of the event when more frequent or targeted meetings may work best.

Once assigned, the Meet Referee should be invited to meetings to hear plans, do a site visit, and possibly add to discussion. State hosts should plan on an ISI site visit as well.

INDIANA SWIMMING and HOST CLUB MEETINGS

CHAMPIONSHIP COORDINATION MEETING

ISI holds a **required** Championship Coordination meeting for all pool hosts once per championship season, the Monday following Thanksgiving for spring championship hosts and the first Monday in May for summer championship hosts. ISI is conscious of your time, and thus tries to minimize the meeting time without jeopardizing content.

The host club **must** send at least two representatives including the Meet Director(s) and Entry Chair. Meet Referees are asked to attend. These meetings outline the meet, provide technical content, opportunities to ask questions and share ideas.

ENTRY CHAIR CONFERENCE CALL

The **required** Entry Chair conference call for pool hosts is the second Wednesday in January for spring hosts and June for summer hosts, and generally last one hour. Specifics of the Entry Chair duties and responsibilities are discussed in more detail than can be completed during the Championship Coordination meeting. Meet Directors, Meet Referees and Administrative Referees are invited to the call, so that they are aware of the process the Entry Chairs are following.

OPEN WATER CONFERENCE CALL

An Open Water conference call and Entry Chair conference call will be held in late April or early May. Times are arranged directly with the host club. Although many of the basic items apply to the Open Water, there are additional safety and operational factors to consider due to the venue and type of competition.

INFORMATION GATHERING

Prior to the meeting, contact information for Meet Directors, Entry Chair, and Awards Chair should be provided to the ISI Technical Chair. The Technical Chair will also be in contact with the hosts to prepare a draft meet announcement with specific site information prior to the coordination meetings. Host clubs are expected to review these before the meeting so questions may be answered. Specific edits will be made post meeting.

SANCTION APPLICATION

POOL EVENTS

The sanction application is the same as any other meet sanction application, and found on the ISI web page for Meet Director Forms. The host club is not responsible for completing the portion on the Meet Referee, as he/she will be assigned. Payment and application may be returned at the Championship Coordination meeting.

Time Trials require a separate sanction. If it is the intent of the host club to hold Time Trials, payment and sanction may be returned at the meeting or sent to the ISI office.

OPEN WATER

The Open Water sanction application is the USA Swimming Sanction application found on USA Swimming's Open Water web page. Unlike pool events, the planning, and safety considerations listed on the sanction must be in order, researched, finalized, and reviewed by ISI and USA Swimming prior to award of a sanction.

MEET ANNOUNCEMENT

ISI Championship Meets do have differences in rules/conduct from a USA swimming. The meet announcement is a compilation of ISI Policies and Procedures and legislation passed by ISI's membership at House of Delegates (HoD). There are some items that have been reviewed and clarified or modified by the Technical Committee based on feedback post meet. However, the overall intent of legislation is kept intact.

The meet announcement was developed by ISI Technical Chair and host clubs. Following the meet announcement is important, so as to provide consistency across all championship sites. It must be adhered to and used as the basis for decision making. In the case of extenuating circumstances, the Meet Director and Meet Referee should consult and contact the ISI office and Technical Chair prior to the meet for additional assistance and/or guidance.

MEET CONTRACT

The meet contract is a basic agreement between ISI and the host club. It outlines the sponsorship agreement, logo use of the meet sponsors, meet naming rights, guarantee of advertising space by ISI, and responsibility of host to follow ISI and USA swimming rules. The contract will be emailed to each host club. A signed copy should be returned at the Championship Coordination Meeting or sent to ISI offices.

SPONSORSHIP and LOGOS

MEET NAME

Names of Indiana Swimming Championship meets are set by ISI and are not to be altered. Indiana Swimming has developed sponsors for the meets. Part of the agreement with the sponsors based on contribution is listing of names in meet titles. No other sponsors may be listed as direct meet sponsors unless their contribution exceeds that of the named sponsors. Speedo and Hendricks Regional Health are sponsors of ISI Championship meets.

SPONSORSHIP

Sponsors developed by the host club are welcome to advertise at the meet. Caution in placement of advertisements or banners may be required if the sponsors is in direct competition of a named ISI sponsor.

Speedo requires the meet vendor to offer Speedo products. This is not exclusive to other brands, but should have a larger presence than other brands.

Hendricks Regional Health provides on-site medical staff at the Age Group, Senior State and Open Water meets. ISI staff will work with HRH to ensure appropriate coverage. Location and distance from and HRH treatment area may be a possible factor. If the event takes place where due to facility requirements coverage by HRH would not be possible, please inform ISI immediately.

Indiana Swimming entitled up to six pages in the psych sheet, or divided between heat sheets or other advertising methods to fulfill their obligation to the sponsors. These pages will be used for sponsor ads, and promotion of ISI events, such as camps or upcoming ISI sponsored meets.

LOGOS

Hendricks Regional Health, Speedo, and ISI Logos are posted on the ISI web page for use by Championship hosts. If another format is required, contact the ISI offices.

Event artwork for meet merchandising and printing purposes must be sent to the ISI office for approval. The artwork design will not be critiqued.

FINANCIALS

BUDGET

Generating an operating budget for the event can assist the host in assessing potential costs, and alert committee chairs to limitations. Budgets are fluid, but keeping costs in check will result in a successful financial meet, and assist in locating areas where funds could be reallocated in future championship meet planning. An example budget has been provided in Appendix B.

FINANCIAL REPORT

Every host club is **required** to submit a post meet financial report. This report is different than a regular meet, as the ISI surcharges are higher for pool championship meets. Open Water State has no

swimmer surcharge in an effort to promote the event. The financial report is located on the Champ Meet Host web page on the ISI web site.

For any championship meet held at the IU Natatorium, the additional venue surcharge is billed and paid directly to the IU Natatorium by the host. ISI does not control or receive any funds from this surcharge.

Late fines are only reported as miscellaneous income. Late fines would be the \$100 per team administrative fee and the doubled portion of the event fees. These are kept by the host club.

Open Water

The Open Water meet does not have a surcharge for athletes and thus a higher entry cost. However, the disposition of late fines and other financial considerations are the same as a pool event.

STIPENDS

Senior State

Senior State is the only pool meet for which a stipend has been approved by HoD. These meets have fewer entrants than the Age Group State meet, and the facilities for hosting the event can be costly. There are two types of stipend funds available, non-discretionary and discretionary.

The non-discretionary stipend is awarded once the meet is complete, the post meet financial submitted and a simple request is made to the ISI office staff. The host will receive \$9000 for the long course championship meet or \$7500 for the short course championship.

The discretionary funds are not guaranteed funds, and are to be used for meet enhancements or items above and beyond normal meet expenses. They are not intended as an avenue for additional profit. The host needs to complete and submit the post meet financial report, including budgets, receipts, invoices, and rationale for the discretionary funds. If facility fees outweigh the non-discretionary stipend, this may also be considered. The information needs to be submitted to the ISI office staff and Admin Vice Chair. The maximum award on discretionary funds is \$6000 for the long course championship, and \$4500 for the short course championship.

Open Water

The Open Water host will receive a \$1000 stipend upon completion of the post meet financials and request for the stipend submitted to the ISI office. An additional \$1500 is available to cover the electronic timing equipment and \$1000 to meet safety personnel expenses. If the host directly contracts for timing equipment and safety personnel, invoices are required to be submitted with the financials, and the host will be reimbursed. The stipend line on the financial report should reflect these additional expenses.

OUTREACH

Clubs entering outreach athletes in the meet will receive a refund of the surcharge and entry fees directly from the ISI office post meet. Outreach athletes have to be registered as such with ISI during at the time of membership or renewal.

SITE

FACILITIES

The facilities required for hosting a successful championship meet go beyond a pool and warm-up/cool down area. Other areas to be considered in hosting include: deck space for awards podium and staging, awards preparation, traffic flow on deck, hospitality food preparation and dining areas, coaches' (technical) meeting location, officials' room (preferably secure), vendor and concession space,

spectator seating including handicap accessible seating, camping area for athletes, locker rooms, meet operations, and admissions.

For Open Water events additional areas may include staging for check-in, athlete numbering, fingernail and suit stations, and locations for mandatory athlete meetings.

PARKING

Parking for the event should be clearly stated in the meet announcement and marked on site. Information should include any time restrictions due to school dismissal and parking fees.

The IU Natatorium on IUPUI campus does not control parking costs. The fees and staffing of the Sports Garage for state meets should be researched in advance through the ISI office.

EQUIPMENT

Basic equipment is required to run all swim meets: start system, timing system, computers and printers, copy machines, touchpads, stopwatches, clipboards, backup buttons, office supplies, announcing system etc. ISI would advise that where a club has limited resources or replacements that they contact surrounding clubs for backup systems. All systems should be checked prior to the event to ensure everything is operational. There is also an expectation that no fewer than two back-up buttons, and watches per lane will be provided. Radios for officials and meet operations communications are also a necessity.

Open Water

Equipment needs for open water are different than pool events and will include hiring an outside timing company. Kayaks, motorized water vehicles, and video equipment will also be required for the event.

Hearing Impaired Athlete Needs

Hearing impaired swimmers may request an additional strobe. Facility personnel should be available to set the strobe for the athlete in advance of the event. If an extra strobe is not available, the Meet Referee needs to be aware.

THEME

The LOC should take charge of the meet theme development and publicize heavily. The theme could be as simple as color coordinating regions, team spirit days, or music related. Work to make the event special not only in its purpose but visual appearance as well.

MEET ORGANIZATION

COMMITTEES and VOLUNTEERS

Volunteers are key to the entire meet and expected to act in a professional capacity. An example of a volunteer template used at a recent Sectional meet is listed in Appendix B. Note that it includes a pre-meet day for registration, technical meeting and practice, and Committee chairs are not in totals by shift. *Numbers for each area and committee should be set by each host club to match meet and facility needs.*

RECOMMENDED COMMITTEES

A chair for each committee should be present during each shift to educate and direct volunteers. The chairs should also be in charge of obtaining all of the necessary equipment, forms, etc. to operate in

their area. The shifts, composition, and numbers on committees are dependent on the meet. Some tasks may be overlapped, whereas others should stand alone.

Committees that should be covered are: Admissions/Heat Sheet Sales, Awards, Clerk of Course, Deck and Facility Control (Marshals and Security), Computer and Timing Operations, Entry Chair, Hospitality, Meet Operations, Ready Room (Senior State meet), Registration, Timers, and Volunteer Check-in/out. If Time Trials are to be held, additional personnel will be needed to cover that area as well. Additional committees or sub committees may be needed for the specific meet.

SHIFTS

When setting shifts, overlapping times may be the best method to handle transition. Also, sessions may vary from the original plan. Make sure that there is adequate volunteer coverage in-case a session runs long.

STAFFING

The expectation is that the host club staffs all of the volunteer positions, or partners with another groups or club to do so. **It is not acceptable to send an email to attending teams and ask for volunteers or announce at the meet.** If unexpected vacancies occur in the volunteer schedule, a note may be placed on the admission table stating the needs of the session.

EDUCATION

Plan a meeting(s) to educate the volunteers on the event and include break-out sessions to cover their specific duties. Volunteers are your extended hosting arm and can help to make the event enjoyable for everyone. Well-informed and engaged volunteers will make the committee chairs' jobs much easier. Hosts should consider running a meet prior to the championship meet.

RECOGNITION

Once the event has concluded, make sure your volunteers are aware of how much their service was appreciated. This might be an email that includes positive feedback from attendees, the breakdown of what the club earned, or a reward planned for the team. Be creative in the acknowledgement and reward to help prevent burnout of your dedicated volunteers.

ADMISSIONS

ADMISSIONS

Admissions have no set price, except a single session admission price is required. In addition, those 12 & Under are to be admitted free of charge. Most clubs will set a package price for an all sessions or all day pass, or one that includes heat sheets. When determining the admission price, consider facility rental costs, the level of meet, and how much your family would be willing to pay to attend an event. Admissions for a Divisional meet should be lower than those for Age Group State.

PSYCH and HEAT SHEETS

ISI has set maximums for each of these items, based on HoD legislation. Psych sheets are rarely published, and the maximum sales price is \$10. Heat sheets prices also have maximums of \$4 for a prelim session and \$1 for a final or timed final session. Many clubs have gone away from printing and make heat sheets available through Meet Mobile. Prices may not be increased to cover the percentage that Meet Mobile charges for the service.

ANNOUNCER

ISI has a policy, Policy 8.5(a) 2, that covers announcer requirements for the Age Group and Senior State meets. The goal is to have someone familiar with swimming who can bring excitement to the meet as well as provide pace and when necessary calm. Professional announcers or college students with broadcasting experience are good options to meet these goals.

The ISI board may request review of the announcer's credentials three (3) months prior to the competition. If there is a concern at that time, the board may request the host club to seek an alternate or work on resolution of concerns.

For Divisional meets the same guidelines may be used for assessment of a volunteer for the announcer role. However, the ISI board leaves all decisions regarding selection of the announcer to the host club.

AWARDS

PRE and POST MEET

Awards are ordered by ISI and sent by the vendor approximately one week before the event directly to the host awards chair. Depending on which meet is being hosted, the awards may include ribbons, medals and team awards. There should be extra medals and ribbons included for breakage and ties.

ISI will send a list of what the meet inventory should include. The awards chair should immediately inventory what was shipped, check against the packing slip and meet announcement, and contact ISI regarding discrepancies. Extra inventory is held at the ISI office. The host Award Chair should then separate all medals by day and event in preparation for the meet.

As the meet progresses, the coaches should be reminded to pick-up any unclaimed medals and ribbons. In the event a club does not pick-up their items, then please contact ISI to arrange delivery to the office. Host clubs are not responsible for shipping unclaimed items to these clubs.

Post meet any unused awards should be returned to ISI in clearly marked bags including: level of meet, item, place and quantity. Please contact ISI to arrange delivery options. Following the return of on any unused medals and ribbons, the host club will be invoiced by ISI for the awards. This is considered a normal operational expense for a championship meet.

SCHEDULE

The awards schedule is developed by the Technical Chair in conjunction with the Technical Committee and feedback from past hosts and coaches. The schedule is posted on the reference web page for hosts and published on the ISI Championship web page. Barring any timing issues or other extenuating circumstances at the meet, this schedule should be published at the meet and followed. The award breaks vary depending on how many awards are being presented. When unforeseen circumstances do occur, they should be conveyed to the announcer for communication to attendees. With the exception of summer Divisionals, there should be sufficient time to award without events in the water.

OPERATION

Podium

The podium needs to accommodate a minimum of 8 places and be large enough for relay teams.

Staging

Staging is the area where athletes will report prior to the actual podium ceremony. There should be a way to line up athletes by event, and hold other athletes as they arrive. A few sets of bleachers or

multiple sets of chairs and place numbers set off to the side of a diving well, or off pool deck work well for athlete holding areas.

Volunteers in this area need to be kind, but assertive in directing and organizing athletes. It is advisable to have a way to communicate with the announcer either via radio or colored paper (flag).

Award Preparation

Award preparation should be handled behind the scenes. This usually takes a group to organize the awards on trays, and for Age Group and Divisionals staple labels on awards. Senior State award labels may be stapled, or athletes may pick up their sticker after podium ceremonies. In the latter case, please provide a stapler for the athletes to use.

Presentation

The presentation ceremony is not dependent on all athletes being present to commence, although it is preferable. There may be situations where an athlete competed in the morning and is not present, or has back-to-back events. Once the majority of athletes are present proceed, with presentation. Work out a signal with the announcer and keep moving the ceremony along.

All but the top three athletes finishing on the podium should have medals around their necks prior to stepping up. All receive handshakes on the podium, but only the top three athletes have the medals presented. Presenters should be swimming “dignitaries” or related to the meet. Trays should be carried out for the presentation.

As a last resort, if the awards are not moving along, staple labels on after podium presentation. It is preferable NOT to use a set of “dummy” medals, as younger athletes prefer to walk away with their medal.

PARTICIPATION CERTIFICATE

Participation certificates are **only required for Age Group State**. There is no set template for the certificate. Names for merging are available from the Entry Chair mid-week. A signature from the ISI General Chair is available upon request. It is advisable to have these completed in advance and placed in the coaches’ packets, and also have extras just in case of late entries or omissions.

CLERK of COURSE

Clerk of Course at a championship meet takes on a different role than an invitational. The clerk is not responsible for lining up young athletes, but instead assisting the administrative team and coaches. They are an information area, and should be staffed by people with an understanding of swimming and the extent of their duties. Often an administrative official will assist in staffing this area, but items that require decisions are referred back to the Administrative Referee/Official leading the team. The Administrative Referee/Official will direct how tasks are to be completed.

POSITIVE CHECK-IN

Positive check-in and changes to check-in may be maintained at the Clerk of Course. Depending on the meet, positive check-in is used for distance (800M/1000Y, 1500M/1650Y) and relays (Senior State). By checking in the athlete/team they are stating they should be seeded. These events are contrary to all other prelim/final events where the athlete is considered to be present and swimming unless scratched.

Electronic positive check-in may take place prior to the meet. In the instance where this occurs, the Clerk of Course may be requested to transfer information to the event psych sheet. Changes may always be made until scratch/positive check-in deadline for the event.

RELAY CARDS

Relay cards will be distributed in coaches' packets. A deadline is set for returning the cards with changes. The Clerk of Course maintains a psych sheet for each event showing which club has returned items. They also assist when changes to relay cards need to be made.

SCRATCHES

The Clerk of Course, unless otherwise instructed, only handles the preliminary scratches. A psych sheet for the meet should be stationed at the post to assist with scratches. The coach, or at Senior State an athlete, may complete a scratch form, and Clerk of Course attest to the form. Scratching from finals is usually taken care of by the administrative officials. The scratch card is then placed in the scratch box and collected by the administrative team.

DECK and FACILITY CONTROL

MARSHALS

Marshals are a very important, often overlooked and an understaffed area of volunteers. Marshals' primary duty is to keep the athletes safe. To accomplish this they assist with deck control during starts and high volume events, warm-up schedules and lane transitions, monitor all entrances and exits to the pool, check locker rooms based on gender in pairs, and monitor areas where swimmers and spectators may be camping to maintain a reasonable decorum.

Marshals should be well identified by bright attire or vests. They should be people who understand swimming if stationed on deck, should be assertive to prevent incidents and accidents, but not on a power trip. Marshals may work in conjunction with a security.

Athlete Protection training is available for marshals, as well as additional documentation of the role by USA Swimming. The Committee should be chaired and/or educated by the host club's Safe Sport Coordinator and Safety Chair. If the club does not have a Safe Sport or Safety Chair, resources are available through USA Swimming's web site or the LSC Safe Sport coordinator.

SECURITY

Having event security on site can be highly effective as a deterrent to unbecoming behavior. Uniformed security may be able to assist in seating transition area, and moving unwilling participants. After hours security may be needed in a public location where equipment remains on deck in an unsecured area.

ENTRY CHAIR

The Entry Chair has a very important and highly visible role in the meet. Selecting the Entry Chair can set the tone of the meet prior to any teams arriving. The Entry Chair needs to be meticulous, organized, and responsive. They also need to understand their role, limits of their role, a basic understanding of USA swimming administrative rules regarding entries, and be a team player. The position requires being above reprove and equitable to all attending teams including their own.

The Entry Chairs job starts months before other chairs checking and double checking the meet set-up file sent to them to ensure a quality run meet. Computer literacy and a solid working knowledge of Meet Manager are a must. It is expected that the Entry Chair be present for all meet sessions.

A detailed checklist is provided to the Entry Chair to assist in completion of all the tasks leading up to the meet. From the weekend prior to the meet through the following week, the Entry Chair position can be a full-time undertaking. Deadlines set by HoD and ISI can be demanding, but each deadline has a purpose so another group or person can move forward in various meet aspects.

If the Entry Chair is to work at the meet taking money and checking in teams, then they may not be assigned to computer operations for the day. If, they pass off the task, then they would be free to move to computer operator.

ENTRIES

It is mandatory all club entries are submitted through an online entry system. The system provides receipts for each entry and update made, and also notifies the Entry Chair and ISI. The files are stored on the systems server, and integrated with Indiana Swimming's Google Drive.

In addition, entering clubs must adhere to all deadlines spelled out in the meet announcement. Non-compliance may result in fines. Please be advised that enforcement is not a matter of being punitive, but enforcing the will of the Indiana Swimming membership as put forth in legislation and passed at HoD. Additional documentation is provided to the Entry Chair and Meet Referee on how entry issues are to be handled. They frequently involve the Technical Chair or ISI staff.

Disability

ISI has a policy in place for swimmers with disability to enter the meet. The process starts with paperwork contacting the Disability Chair. The request will be passed to the Entry Chair and Administrative Referee through the Meet Referee. Entry times may be slower than qualifying times for the actual events.

PROOFS

A proof of time is required for any submitted time not in the USA swimming database SWIMS, or if an entry is submitted late. The list of acceptable proofs is listed in the meet announcement. All proofs are taken care of by ISI office staff, the Technical Chair, or Administrative Referee.

FEE COLLECTION and COACH PACKET DISTRIBUTION

Generally the Entry Chair is responsible for fee collection and overseeing coach packet distribution. However, they may also choose to work with the Registration Committee to cover the task, and free the Entry Chair up for other tasks. If this is the case, the Entry Chair needs to be detailed in explaining fees to be collected and reasoning.

Packets should be assembled by the Registration Committee with materials provided by the Entry Chair. This will allow the Entry Chair to complete other reports and duties prior to the start of the meet.

HEAD TABLE

The head table consists of timing operators, timing judges, computer operators and runners. They all work closely with and report to the assigned Administrative Referee/Official. The Administrative Referee will provide direction in this area.

The number and method of operation changes at an Open Water event, but concepts are similar.

TIMING OPERATOR

Timing operators need to be proficient and confident on the equipment for the meet, whether it is the Daktronics or Colorado system. The championship meets are run with short intervals during prelims, and require the operator to remain attentive. At the college facilities including the IU Natatorium, these positions are frequently filled by employees.

TIMING JUDGES

Administrative Referees/Officials may act as timing judges or additional administrative officials may be added. As timing rules have been simplified and require less time, the task has become easier. The best use of a timing judge would be during prelims at Age Group State, or where an assistant Administrative Referee/Official has not been assigned. The timing judge may compile and review all chatter sheets/tapes, order of finish, and timer sheets and make recommendations for timing corrections. All recommendations then must be reviewed and approved by the Administrative Referee/Official.

COMPUTER OPERATORS

Unless a small Divisional site, championship meets runs smoother when one computer operator is focused on each pool and another is available to complete scratches and reports for subsequent sessions. The time between sessions, i.e. prelims to 10 & Under, is often very tight and having another operator can relieve stress on meet management. This requires networking of the computers and an understanding of how Meet Manager operates.

A separate computer operator may be needed if the club chooses to conduct Time Trials.

RUNNERS

Runners are needed to collect documents by event from each pool and deliver the information to the respective computer operator. These runners should be dedicated to the pool, and not working meet operations and posting.

HOSPITALITY

Well timed and planned hospitality will keep everyone working the meet in positive spirits. Advance menu planning, food preparation, working with school systems on requirements, working out timing, numbers, service and clean up are musts. Local restaurants are often willing to donate an item or two with the promise of advertising.

TIMING

On full days of competition, the expectation is three meals a day will be served for coaches, officials, and volunteers. Hospitality should start before warm-ups and clean-up as the evening session concludes. Even having items such as coffee ready each morning shows the host club is thinking about their visitors.

Breakfast should be available from start of warm-ups through mid-morning; most coaches will grab something during the pool down time or coaches' meeting. Officials tend to wander in before and after the stroke briefings.

By late morning lunch should be available. This will cover the transition in coaching staff from prelims to 10 & Under sessions. At Senior State most sessions are not completed until sometime in the afternoon.

Evening meals should be available prior to finals warm-up through nearly the end of the meet.

Having finger or snack foods available in-between meals is advisable. Some host clubs choose to deliver items to deck and walk around offering snack items, water, etc.

MENU

Menus should take into account possible dietary considerations, i.e. gluten free or vegetarian options. Menus do not need to be elaborate, but do take into consideration the length of time coaches, officials, and volunteers will be at the meet on any given day.

NUMBERS

Numbers for preparation can be a challenge to determine. For a Divisional meet, consider that 2-3 coaches per team will be on site or transitioning between sessions. Official and volunteer numbers can vary depending on the site. Also consider if you will be including volunteers in the count, especially those staying multiple shifts, or just providing a snack.

State meet numbers are considerably more. Again there are usually 2-3 coaches per team, 50-60 officials, and volunteers to plan for. It is always easier to plan for too much on the initial day and use what is left for subsequent days.

MEET DIRECTOR

Prior to selecting Meet Director(s), be aware they **must** be registered USA Swimming members, completed background checks, and athlete protection training. These are USA swimming requirements and non-negotiable. Championship meets should be run by experienced Meet Directors. A newer Meet Director can learn a great deal from shadowing at this level.

The Meet Director should be familiar with the responsibilities of each main area of running your meet as well as all content in the meet announcement. Please ensure the chairmen/coordinators listed are following through on their checklist items. The Meet Director should be someone who can organize and manage ideas and personnel, encourage the Committee Chairs, know when to step in to assist and when to step back.

At the meet, the Meet Director should not be in charge of any one area, but always available for consultation, troubleshooting and last minute details or issues. If the correct Committee Chairs are in place the event should run smoothly. This is not to say there won't be hiccups, but fewer of them.

COMMUNICATION STRUCTURE

Communication is essential at all levels, whether it be between ISI and host club or attending teams. Make sure there is someone in charge of the communication and following through.

Team Contacts

A contact list is generated as teams enter the meet. The Entry Chair can provide this for communication purposes to the Meet Referee, Administrative Referee and Meet Director.

MEET JURY

A meet jury is an independent decision making body serving at the meet should a technical or eligibility protest arise. The jury does not have jurisdiction over a Meet Referee's decision with regards to judgements.

The Meet Referee, with assistance from the Meet Director, will assemble a jury with a minimum of 3 individuals: coach, official, and athlete. A separate jury may be used for technical and eligibility protests. The jury should be as balanced as possible in representation of small and large teams, gender, geography, diversity, etc. Athletes should be 14 or older and mature enough to handle decision making. The members of the jury are to be introduced at the coaches' meeting by the Meet Referee.

MEET OPERATIONS

Meet operations covers everything from copying needed materials, providing runners for distribution and posting, providing needed forms, and securing and organizing deck equipment: bells, watches, clipboards, pencils, etc. This position may require someone to stay later than the majority of volunteers in preparation for the next day's activities.

FORMS

Forms required for each meet will vary. The Administrative Referee/Official should be able to assist in narrowing the needs. Always hold the originals in case additional copies are required.

Scratch cards

Scratch cards are single or multi line and may be obtained from the ISI offices. Orders should be placed far enough in advance to permit delivery.

Relay cards

Relay cards may be purchased as multi-part and through the ISI office. Labels will then need to be run and affixed to each copy. An alternative and preferred by most Administrative Referees/Officials is the use of a heavy paper or cardstock, which is run through the printer. The cardstock may be perforated in advance.

Disqualification Forms

Disqualification forms are located on the ISI web page under Officials Forms. These should be provided on lightly colored paper.

Count Sheets

Count sheets for distance events 500Y, 800M, 1000Y, 1500M, and 1650Y are found on USA Swimming's web page, or may be printed directly from Meet Manager. The number of copies required to be printed in advance may be estimated from the meet the previous year, and should include one for each lane and the starter.

Relay Take-off Slips

The original is on USA Swimming's web page. Copies should be run based on the meet the previous year.

Other Forms

Relay change forms are on the ISI Champ Meet Host page. These are not widely used, but can be helpful for tracking changes. Computer change forms are on the USA Swimming web site.

The host club should also have colored paper on-site for any reseeds or corrections.

MEET SALES

Meet sales includes admissions, concessions, vendors, and any other merchandising. Admission is discussed as a separate topic.

CONCESSIONS

Concessions can often work alongside hospitality in planning and preparation. Consider the length of sessions and providing healthy snack items and drinks. Cost should be reasonable for families, and outside vendors can be brought in to provide additional options.

VENDORS

Consider working with vendors to set up pre-sales for larger meets. Space and on-site availability, details and staffing are all key factors in working with vendors.

MONEY MANAGEMENT

When setting prices for admissions and concessions also consider methods of payment, and how change and money management is to be handled. Use trusted club members in areas with high cash flow.

OFFICIALS

MEET REFEREE

The Meet Referee for all state championships is assigned by the ISI Officials Chair. The referees are selected based on experience level, past history as Meet Referees for Local Swim Committee (LSC) meets and availability. The pool of referees will include the area official representatives as this is a requirement of their service to ISI.

The Meet Referee should be familiar with each main area and key personnel. However, the host has the responsibility to organize and execute their meet plan.

A variety of resources is available for planning, both in literature and personnel and listed in the checklist. Meet Referees are encouraged to attend the Championship Coordination meeting and make contact with the host club early in the planning process. This will assist in establishing rapport and developing action plans.

APPLICATION

Indiana Swimming will post applications to officiate for the Age Group, Senior State and Open Water meets. The host club is not responsible for recruitment of officials for these meets. However, a minimum of two officials from the host clubs are required to submit an application and work the meet. All host club admin officials/computer operators should submit applications and let the Meet Referee know of their application.

All Indiana Swimming officials who are up to date on membership, background, and APT are encouraged to submit an application.

Officials outside the LSC are generally not permitted to work these meets, as to allow LSC officials opportunities to work and advance.

RECRUITMENT

Unlike the Age Group and Senior State meets, hosts are required to recruit all officials for the Divisional meets. The host club is also responsible for having two host club officials committed to working the meet. Request for officiating should go out no later than one month prior to the event, and be repeated until adequate staffing is achieved. Host may request and email list for the recruitment process through the Technical Chair.

ASSIGNED TEAMS

The Meet Referee, in conjunction with recommendations from the ISI Officials Chair, will select officials and the assigned team for the Age Group and Senior State meets. Assigned officials include the Administrative Referee, Team Lead Chief Judge, Chief Judges, Starters and Deck Referees.

At Divisionals all officials are welcome; however, the assigned team will be selected by the Meet Referee.

COMMUNICATION

For meets other than the Age Group and Senior State meets, the host club may be asked to communicate with the recruited officials. Communication at the state meets should come from the team lead Chief Judge or Meet Referee directly. If the host club is requested to communicate with recruited officials, officials should be informed of: dress code, meeting schedule, location of meetings, and possible need for Time Trials, session lengths, and contact.

THANK YOU

Officials give their professional volunteer time for the benefit of the athletes, sport, and financially the host club. Officials are generally volunteers from outside of the club who are fulfilling an additional volunteer role. Whereas a club volunteer may receive a discount on dues, or be fulfilling a duty to the club, the same reasoning does not apply to most officials.

As a thank you, it is strongly recommended that a white polo with the meet logo be given as a gift to the officials working 4 or more sessions. LSC championship meets are often the starting point for developing future leaders in officiating roles. They take pride in “earning” the white shirts; it can also be a notable advertisement for your club as the official and shirt travel around the state and country.

OFFICIALS QUALIFYING MEET (OQM)

An OQM is a meet where evaluators/mentors are provided for officials to work on skills and advance in their national certifications. These meets have and are operated with a well-defined structure of official operations. This can be a recruiting benefit to get officials to work, but must be decided on in advance, so that the ISI Officials Chair may submit the required paperwork, and make sure appropriate evaluators are available. State meets are automatically submitted as OQM's. Divisional host clubs must request, if they are willing to provide the opportunity to officials.

- Divisionals - N2 all positions
- AGS - N2 all positions and N3 S&T
- SRS - depends on evaluators - N3

READY ROOM

Only at Senior State meets are athletes paraded for finals. Timed finals including relays are to report to the blocks. An area should be set aside for athletes to report prior to parade. At all championship meets only the A final is announced behind the blocks, all other heats are announced in the water.

REGISTRATION

PARTICIPATION GIFTS

Goody bags or participation gifts do not have to break the budget, but can add to the theme, and thank all of the attending coaches and athletes for participating. Water bottles and draw string bags with meet logos, and sample items from vendors are a few of the items used for athletes in the past. Be creative and tie to the theme.

FEE COLLECTION

Generally the Entry Chair covers fee collection from teams. However, if the Entry Chair has other task to complete then Registration is an ideal place to add payment of meet fees. Notes will need to be explicit from the Entry Chair on when items are due and how much is to be collected.

COACH PACKET

Assembly of coaches' packets may be completed by the Registration Committee. However, the packet is handed out once payment of fees is received. Thus the packets should be left with whoever is also covering fee collection, Entry Chair or Registration Committee.

Packets are to be available on day 1 of the meet, assembled prior to coach arrival, and include: psych sheets, ISI advertisements, participation certificates for Age Group State, summary of team entries, summary of fees owed, an over entry report, relay cards and listing of relay entries, time trials information if applicable, the awards schedule, and any revised materials that they need to be aware of.

Other items could include a welcome packet, daily hospitality menus, and community information. Athlete credentials and goody bags may also be included in the packets.

EARLY CHECK-IN

Often a club is setting up the day or evening prior to the meet. If someone will be available during this time to collect fees and hand out coaches' packets, credentials, etc., then the early check-in option could be publicized. This may help relieve congestion at the initial session. This does not include scratches, positive check-in or any other activities that require the presence of an Administrative Referee/Official.

CREDENTIALS

Credentials are a quick way to check deck access. Once a credential has been issued, and assuming all parties are being honest, there is no need to check deck pass and certifications again. Credentials can be color coded for athletes, coaches, officials, volunteers, meet committee, etc. Athlete tags can also be coded by age group so as to restrict deck access at various times, i.e. 10 & Under cannot be on deck until an hour prior to the start of their session.

ID Requirements

The IU Natatorium and other campus facilities frequently require a photo id be presented for deck access. Clubs may choose to forgo credentials for all but athletes, and have staff available to check ids and credentials for every entry.

Lost Credentials

Registration should also have in place a plan for lost credentials and communicate that with door marshals/security. An athlete should never be deterred from entering a facility if they are to compete in a short period of time.

Media Credentials

ISI has a policy on credentialing media. This is located on the ISI web page under Forms/Meet Director. These guidelines should be followed for all championship meets to protect the athletes.

CHECK-IN

Athlete Pool

Athlete check-in only needs to occur if athletes are to receive participation gifts, or handed credentials. If so, this area should be staffed and an entry roster made available to quickly check in athletes. Many meets choose to hand the items to the coaches for distribution.

Athlete Open Water

Athlete check-in at an Open Water event will include numbered cards, numbering on the body, fingernail and toenail clipping stations, and suit checks.

Coach

Coach check-in may include: fee payment, coaches packet, athlete credentials and participation gifts, and coaches gifts. In addition, deck pass and certifications need to be checked, and they need to sign in on the Coach Check-in form. Some locations may require a picture id. Each coach should check-in prior to receiving their credentials.

Official

Officials should have their deck pass, and if needed picture id checked prior to receiving deck access or credentials. At any application meet, a list of officials for cross reference will be provided by the ISI

Officials' Chair. If they have not applied or have made arrangements with the Meet Referee, they have no deck access.

Credentials may either be provided at the time the deck pass is checked or given to the Team Lead Chief Judge for distribution in the officials' meeting.

TIMERS

POOL

Timers are essential to running a successful meet. Shifts can be long and the number of timers required large. The expectation by ISI is that there are 2 timers per lane, including distance events, a few relief timers and head timers. It is not acceptable to have fewer than 2 or request that swimmers find their own timers for distance events. Please refer to the section on committees and volunteers for additional constraints and suggestions.

If there is a need to switch timers during a session, it is suggested that not all timers be relieved at one time, but one per lane. Timers also need to be aware they are expected to remain until formally dismissed. There are swim-offs that can happen at the end of the session. In addition, it is not respectful of swimmers in the water to have everyone leave deck just because they have no additional swimmers in their lane.

At the Age Group and Senior State meets a starter will be assigned to direct the timers' briefing. At the Divisional meets, this will depend on the number of officials available. A printed timers' briefing is available for the head timer to use if needed.

OPEN WATER

Timers work in pairs at an Open Water event, and generally a minimum of 3 sets is preferred. Additional volunteers are required to record visual order of finish. The preference is to have officials in these roles for Open Water.

ADDITIONAL TOPICS

COACHES MEETING

The Meet Director in partnership with the Meet Referee and facilities personnel should construct an agenda for the coaches' meeting. The meeting should be brief and include any pertinent information, changes and watch areas. Topics to be included are: introduction of key personnel, session length, scratch deadlines, positive check-in, how alternates will be handled, awards process, ready area for Senior State, pool temp, meet jury, any extenuating circumstances resulting in schedule changes, and emergency action information. Additional topics key to the meet may be added.

HOTEL ACCOMODATIONS

Indiana Swimming does have a policy, Policy and Procedures 8.5 (a) 1, regarding accommodations for the Meet Referee, Administrative Referee. Accommodations are also covered for the Evaluator for Age Group and Senior State meets. Hosts are expected to honor the policy and work through the Meet Referee and/or ISI Officials Chair.

MEET EVALUTATION

Meet evaluations are an important part of the development process for the host team and ISI. This is where feedback is used to improve the meets from planning stages through execution.

A model template is available for use by the host and should be widely distributed. QR codes will also be provided for respondents use. The process as of 2017 will be going through a major review and overhaul, so more beneficial information may be gained from the evaluations.

ATTENDEES

Evaluations from attendees should include athletes, coaches, officials, volunteers and spectators. Distribution of surveys may include posting the QR code or including it in heat sheets. Placing a hard copy survey in strategic locations such as admissions, officials briefing room, hospitality, etc. is also advisable along with a box for confidential returns. *All surveys are to be returned to ISI.*

MEET DIRECTOR

The Meet Director is also asked to complete a brief report within 2 weeks post meet. The questions to be answered are located on the ISI CHAMP HOST web page. It is best answered following a post-meet debrief from your Committee chairs.

The report is never used against a host club for future bidding purposes. The feedback is used to shape the next round of coordination presentations and education of future hosts, as well as identify areas where ISI needs to focus.

MEET REFEREE

The Meet Referee is asked to provide relevant technical feedback to the Technical Chair, Officials Chair and if needed ISI. Any technical aspects will be reviewed by the appropriate Committees for clarification or further action.

SAFETY

ACCIDENT REPORTS

Any accident occurrence on site requiring medical treatment must be reported on-line and directly to USA Swimming. Each facility may also have a reporting system as well. A printed copy of the form may be used to gather information.

EMERGENCY PLAN

Pool

Each facility has an emergency management plan for evacuations, medical emergencies and other hazards. This should be reviewed in advance with the Committee Chairs, Meet Referee and Announcer. Develop a clear communication plan and structure so that everyone is kept safe, athletes accounted for, and upon return the meet may commence quickly.

Open Water

The open water emergency plan requires more detail. The information will include a dive team, on-site emergency crew, evacuation procedures, etc.

LIFEGUARDS

Pool

Lifeguards at each venue should be employed to cover both the competition pools and any warm-up/cool-down area. Even with coaches on deck, there is always potential for an unforeseen incident.

Open Water

For Open Water events, lifeguards will be stationed in kayaks around the course. They must be comfortable with their equipment so that they can provide adequate support to the athletes, without jeopardizing the race.

MEDICAL

HRH has an agreement to provide services at the Age Group, Senior and Open Water meets (sponsorship agreement). It is advisable to have medical staff available at the Divisional meets. If volunteer medical staff is utilized, and their medical insurance does not cover them outside their workplace, USA Swimming has an inexpensive option to cover medical personnel. The host club may complete the paperwork and submit with payment directly to USA Swimming.

MOTORIZED WATER CRAFT

During Open Water events motorized water craft will be used to follow the athletes. A safe distance will be maintained by using a spotter on each boat in addition to drivers and officials. Additional water craft may be employed for the purpose of water rescue.

SECURITY

Depending on the facility, additional security may need to be employed either during the meet or during the off hours. There have been instances where spectators need to be removed for a variety of reasons. Employing an off duty officer can ease and diffuse unfortunate and unpleasant situations.

WATER QUALITY

Open Water events have stringent water quality testing requirements. These are listed on the sanction requirements.

TIME TRIALS

PURPOSE

Time trials are hosted by the host club and provide an additional opportunity for Indiana Swimming members to have an additional swim. There is no requirement to host a time trial meet, and the time trial does require a separate sanction. In addition, if the host opts to run a time trial, they are responsible for recruitment of all officials and volunteers for the time trial. Although those working the championship meet may be asked to assist, they are not required to do so.

PLACEMENT

Placement and operation of Time Trials may not interfere with the meet. Therefore, it is imperative to not only look at the meet schedule, but also confer with the championship Meet Referee to determine if holding Time Trials will even be possible. The philosophy at the Divisional level has been to reduce the amount of dead pool time during the championship meet. Therefore, afternoon schedules for each session have greatly reduced the opportunity for Time Trials. However, Time Trials could be held at the conclusion of the meet.

PARTICIPATION

Although the Time Trials are a separate sanction and hosted by the host club, ISI legislation was passed to limit Time Trials to Indiana Swimming members. The host is encouraged to be open in allowing individuals not entered in the meet to participate and not limiting to the host team.

Time Trial events count towards the total swims per day, but not the total per meet. A swimmer may participate in 3 events maximum per day including Time Trials. If an athlete qualifies for finals after a prelim swim, the final swim is not counted in the 3 per day total. However, any event in which the swimmer declared a false start (DFS) is counted.

GUIDELINES

Guidelines are available in Appendix J and on the ISI web page outlining all relevant information that should be included and published prior to the event. An entry template is also available and may be modified as needed.

WARM-UPS

Description of warm-ups and times are included in the meet announcement. These were prepared with input from coaches serving on the Technical and Performance Committees and should be adhered to. Safety during warm-ups is paramount. Marshals should be available to assist in the transitions.

Divisional host clubs that require split warm-ups due to pool configuration and number of athletes, have a publication schedule. The split should take into consideration distance travel for attending teams as well as numbers. An example is provided in Appendix K.

Exceptions and extenuating circumstances do occur. If it is an unforeseen issue, ISI will work with the Meet Referee and Director in making the required changes. These are addressed on the checklist and documentation provided in advance. Divisionals has a set protocol if the extenuating circumstances occur prior to the start of the meet. Please review Appendix L.

WEB SITES

Web sites play a critical role in communication with attending teams. It is imperative that the appropriate links are provided, and timing is followed. **Do not link directly to any specific item on the ISI web page, but rather the actual page.** This allows items to be updated, and will assist people in obtaining the most accurate information.

ISI CHAMPIONSHIP WEB PAGE

The Indiana Swimming Championship web page includes all Divisional, Age Group, Senior State and Open Water meet information, but not anything directly related to the facility or community. All announcements, psych sheets, session reports, extenuating circumstances, parking, results, etc. are posted on the ISI web page devoted to championship meets. Thus a link to the page is the best method to handle redirection of attending teams.

HOST CLUB CHAMPIONSHIP WEB PAGE

The host club web page is important, and should include items specific to the site and community. A link back to the ISI championship web page is also an important part of your page; ISI will post updates on meet announcements, etc. Items for posting on the host web site include: if required Divisional warm-up lane assignments, Live Results link or pdf or results by session, Meet Mobile information, final results, Time Trial information, community information, i.e. hotels and restaurants, parking, payment options, sponsors, and vendors.

APPENDIX A – RESOURCES

Personnel

In addition to the Indiana Swimming Office Staff the following Board Members, located on the ISI web board page, may be of additional assistance.

- Technical Chair
- Officials Chair
- Safe Sport Chair
- Safety Coordinator

Past experienced Meet Directors and Entry Chairs are also excellent resources.

Additional Resources

USA Swimming Rule Book

Indiana Swimming Web Site

- Forms/Meet Directors
 - Sanction request
 - Site Selection information and application
- Meets/Champ Meet Hosts
 - Accident Form as pdf for gathering information only
 - Awards schedule for each meet
 - Checklists for Meet Referee, Meet Director, Entry Chair, Awards Chair and Web Master
 - Entry review process for a-typical situations
 - Examples of responses for Entry Chairs
 - Financial Report specific to championship meets
 - Legislation Impact Summary for new items passed at HoD
 - Logos
 - Order form for scratch cards
 - Meet Director Report
 - Miscellaneous Forms
 - Time Trial Guidelines
- Officials/Forms
 - Disqualification Forms
 - Relay Take of Forms

USA Swimming Web Site

- Forms for Officials web site
 - Distance Split Sheets
 - Relay Take of Forms
 - Record Applications

APPENDIX B - VOLUNTEER TEMPLATE

The following is an example template. Numbers, shifts and areas should be altered to fit the event that is being hosted. A list of recommended Committees is listed after the table.



2017 SPEEDO CHAMPIONS SERIES SECTIONAL MEET VOLUNTEER NEEDS



Numbers do NOT include the chairs; at least one chair must be present at all times.

| AREA | SHIFTS | Wednesday March 29 | Thursday March 30 | Friday March 31 | Saturday April 1 | Sunday April 2 |
|---|--|-----------------------|----------------------|--------------------|---------------------|-------------------|
| Admissions /Will-Call Heat Sheet Sales | 12:45 PM – 4:00 PM | 2 | | | | |
| | 3:45 PM – 7:00 PM | 2 | | | | |
| Chairs: Michele DeLuna John Mybeck | 7:00 AM - Noon | | 5 | 5 | 5 | 5 |
| | 4:00 PM – 9:00 PM | | 5 | 5 | 5 | 5 3:00 – 7:00 |
| Awards Leah Miller, Chair | 5:00 PM – 9:30 PM | | 2 | 2 | 2 | 2 |
| | Sunday 4:00 – 7:00 | | | | | 4:00 – 7:00 |
| Clerk / Time Trials Emily Kowalski, Chair | 1:00 PM – 7:00 PM | 2 | | | | |
| | 8:00 AM – 3:00 PM | | 2 | 2 | 2 | 2 |
| | 2:30 PM – 9:30 PM | | 2 | 2 | 2 | 2 2:30 – 7:30 |
| Deck Control (Marshals) Chairs: Lawrence O'Neal Fred Thorne | 12:45 PM – 4:00 PM | 2 | | | | |
| | 3:30 PM – 7:00 PM | 2 | | | | |
| | 5:45 AM – 8:30 AM | | 2 | 2 | 2 | 2 |
| | 8:30 AM – 3:00 PM | | 6 | 6 | 6 | 6 |
| | 4:00 PM – 9:30 PM | | 6 | 6 | 6 | 6 3:00 – 8:00 |
| Entries / Computer Operators Tracey Heidecker, Entry Chair Amy Miller, Computer | 8:00 AM – 3:00 PM | | 1 | 1 | 1 | 1 |
| | 5:00 PM – 9:30 PM | | 1 | 1 | 1 | 1 3:30 – 7:30 |
| Hospitality Chairs: Scott McDonald Kim Franzman | 12:45 PM – 4:00 PM | 1 | | | | |
| | 3:30 PM – 7:00 PM | 1 | | | | |
| | 5:45 AM – 11:00 AM | | 6 | 6 | 6 | 6 |
| | 10:45 AM – 4:00 PM | | 6 | 6 | 6 | 6 |
| | 3:45 PM – 9:45 PM | | 6 | 6 | 6 | 6 3:45 – 8:00 |
| Meet Ops Chris Owens, Chair | 5:00 PM – 8:30 PM | 2 | | | | |
| | 8:00 AM – 1:00 PM | | 4 | 4 | 4 | 4 |
| | 12:30 PM – 5:30 PM | | 2 | 2 | 2 | 2 12:30-4:00 |
| | 5:00 PM – 9:30 PM | | 4 | 4 | 4 | 4 4:00 – 8:00 |
| Ready Room Arlene McDonald, Chair | 5:00PM – 9:30 PM Sunday 4:00 – 7:00 | | 2 | 2 | 2 | 2 4:00 – 7:00 |



**2017 SPEEDO CHAMPIONS SERIES SECTIONAL MEET
VOLUNTEER NEEDS**



Numbers do NOT include the chairs; at least one chair must be present at all times.

| AREA | SHIFTS | Wednesday March 29 | Thursday March 30 | Friday March 31 | Saturday April 1 | Sunday April 2 |
|---|---------------------------------------|-----------------------|----------------------|--------------------|---------------------|-------------------|
| <u>Registration</u> Tina Mudd, Chair | 11:30 – 4:00 PM | 4 | | | | |
| | 3:30 PM – 7:30 PM | 4 | | | | |
| | 6:45 AM – Noon | | 2 | 2 | | |
| | 11:30 AM – 5:00 PM | | 2 | 2 | | |
| | 4:30 PM – 9:30 PM | | 2 | 2 | | |
| <u>Timers</u> Chairs: Kyle Smith Sharon Colucci | 8:00AM – End of Time Trials (2:00) | | 20 | 20 | 20 | 20 |
| | 4:30PM – 9:00 PM | | 20 | 20 | 20 | 20 3:30-7:00 |
| <u>Volunteer Check-In/ Check-Out</u> Arlene McDonald, Chair | 11:30 – 4:00 PM | 1 | | | | |
| | 3:30 PM – 7:30 PM | 1 | | | | |
| | 5:30 AM – 11:00 AM | | 2 | 2 | 2 | 2 |
| | 10:30 AM – 4:30 PM | | 2 | 2 | 2 | 2 10:30-3:30 |
| | 4:00 PM – 10:00 PM | | 2 | 2 | 2 | 2 3:00-8:30 |
| <u>Webcast Assistant</u> Roch King, Chair | 8:30 AM-1:00 PM | | 2 | 2 | 2 | 2 |
| | 5:00 PM – 9:00 PM | | 2 | 2 | 2 | 2 4:00-8:00 |

- Awards
 - Assembly
 - Preparation
 - Presentation
 - Ready Room
 - Parade
- Clerk of Course
 - Relay Cards
 - Prelim Scratches
 - Positive Sign-In
 - Time Trials Sign Up
- Entry Chair
 - Entries
 - Team Payment
- Finance
 - Budget
 - Sponsorships
- Head Table
 - Administrative
 - Computer Operators
- Hospitality
 - Preparation
 - Ordering
 - Clean-up
- Medical
 - Lifeguards
 - Trainers
 - MD/RN volunteer
- Meet Ops
 - Printing
 - Document Distribution
 - Signage
 - Equipment
- Meet Sales
 - Admissions
 - Heat Sheet Sales
 - Concessions
- Merchandising
 - Meet Apparel
 - Vendors
- Safety
 - Deck Control
 - Security & Marshals
 - Spectator Monitor
- Officials
 - Recruitment
 - Liaison
- Registration
 - Credentials
 - Goody Bags
 - Participant Gifts or Amenities
- Set-Up/Tear Down
- Timers
 - Lane Timers
 - Head Timers
 - Reserve
- Volunteer Coordinators
- Webmaster

APPENDIX C - BUDGET TEMPLATE

| Championship Budget Template | | | | | | | | |
|-----------------------------------|----------------|-----------------------------------|----------------|--|----------------|-------------------|--|--------|
| MEET FINANCIAL SUMMARY | | | | | | | | |
| TOTAL REVENUE | | \$0.00 | TOTAL EXPENSES | | \$0.00 | NET PROFIT (LOSS) | | \$0.00 |
| REVENUE | Initial Budget | EXPENSES | Initial Budget | EXPENSES | Initial Budget | | | |
| Door Sales | | Advertising | | ISI Contract | | | | |
| Admissions | | Promotion & Publicity | | 8% Entry Fees | | | | |
| Heat Sheets | | | | Sanction | | | | |
| Psych Sheets | | Awards | | Surcharge | | | | |
| | | Medals | | | | | | |
| Entry Fees | | Ribbons | | LOC | | | | |
| Championship Meet | | Certificates (AGS only) | | Shirts - LOC & Volunteers | | | | |
| Late Fines | | | | Committee Expenses | | | | |
| | | Equipment Purchases/Rental | | | | | | |
| Time Trials | | Copier | | Meet Operations and Supplies | | | | |
| | | | | Computer Expense/Website | | | | |
| Meet Sales | | Facility Enhancements | | Envelopes- large | | | | |
| Concessions | | Radios | | Forms | | | | |
| Vendor % from Contract | | Pool Equipment | | scratch cards, relay cardstock | | | | |
| | | Timing (Open Water) | | Labels | | | | |
| Misc. | | | | Paper | | | | |
| Hotel Rebates | | Facility Rental | | Postage | | | | |
| | | Pool | | Printers/Toner | | | | |
| Sponsorships | | Gymnasium | | Printing | | | | |
| Advertising Sales | | | | Venue Signage | | | | |
| Donations/Contributions | | Goody Bags/Gifts | | | | | | |
| Grants | | Athletes | | Miscellaneous | | | | |
| Team Sponsorships | | Coaches | | | | | | |
| | | Officials - Polo Shirts | | Parking Passes | | | | |
| Stipend | | | | Volunteer | | | | |
| Senior State (non-discretionary)* | | Hospitality | | Officials (check with Officials Chair) | | | | |
| Senior State(discretionary)# | | Drinks | | | | | | |
| Open Water## | | Food | | Temporary Help | | | | |
| | | Paper/Cleaning Products | | Announcer | | | | |
| TOTAL REVENUE | \$0.00 | | | Lifeguards | | | | |
| | | Hotel | | Medical | | | | |
| | | Meet Referee | | Security | | | | |
| | | Admin Referee | | Custodial | | | | |
| | | Evaluator (state meets) | | Other | | | | |
| | | LOC/Meet Directors | | | | | | |
| | | | | Theme | | | | |
| | | | | Decorations | | | | |
| | | | | | | | | |
| | | | | TOTAL EXPENSES | \$0.00 | | | |

*LCM Championship - \$9000
 *SCY Championship - \$7500
 # review contract for requirements
 ##\$1000 host stipend, up to \$1500 for timing equipment, up to \$1000 for safety personnel

APPENDIX D – COACHES' MEETING AGENDA

ISI coaches' meetings are very limited on time, only 10-15 minutes available. So, it is important to be organized and thorough in presentation. Topics may be added to those listed as needed.

- Key personnel introduction
 - Meet Director
 - Meet Referee
 - Administrative Referee/Team
 - Announcer (SRS/AGS)
 - Facilities Personnel

Meet Referee

- Sessions lengths
- Flyovers
- Courtesy rests
 - Notify Deck Referee before first event
- Senior State – 2 pools split by gender – 5 minute break after each event
- Scratch deadlines and positive check-in daily
 - Where and when
 - During prelims -30 minutes to scratch after announcer has read
- Flighting – Senior State -when only one pool (SCY)
 - will it be used
 - posted where
- Penalty – Individual Events
 - No show to any positive checked-in event or prelim – out of events for day and must sign back in
 - Missed finals – out of meet and Sunday financial penalty
- Alternates
 - where should they report
 - to whom should they report
- Meet jury
 - Technical – coach, athlete, official
- Extenuating circumstances
 - schedule changes
 - facilities
- Time Trials

Meet Director

- Open Hours
 - Facility
 - Pool
- Warm-up Schedule
- Hospitality
 - Menu
 - Transition times
- Ready area for Senior State
 - bios and walk-out music selection

- Awards process/schedule
 - in coaches' packet
 - top 3 awarded on podium, everyone else medals on before podium

Facility Personnel

- Facility Information
 - areas of use
 - restricted areas
- Emergency action information
 - medical - include location and availability of trainers
 - evacuation plan
 - tornado shelters

APPENDIX E – MEET DIRECTOR TIMELINE and CHECKLIST

The Meet Director should be familiar with the responsibilities of each main area of running your meet. Please ensure the Chairmen/Coordinators listed in this checklist are following through on their checklist items.

TIMELINE

One Year in Advance of Meet

- observe a meet similar to what you intend to bid on for hosting
- collect facility and community data surrounding the date of the meet
- discuss with board of directors to engage and garner support
- apply for meet
- be prepared to present bid to Site Selection Committee

Six months to One year in Advance of Meet

1. Schedule and Contract Facility
 - pool/locker rooms
 - camping areas
 - hospitality
 - vendor areas
 - officials meeting area
2. ISI sanction and Contract Sanction Application
 - submit for meet
 - may bring to Championship Coordination meeting with fees or send to ISI
 - separate one for time trials
 - must sanction 5 days prior to time trial or double the fee
3. Sign Championship Meet Contract
 - may bring signed copy to Championship Coordination Meeting or send to ISI
4. Meet Information
 - submit prior to coordination meeting on Google Drive form for development of meet announcement
 - information includes
 - facility and pool information
 - charges: admissions, heat sheet, psych sheet, parking
 - results- live and meet mobile
 - contacts: Meet Directors, entry chair, awards coordinator
 - send changes to Technical Chair via email
 - let ISI know who will be responsible for communication with ISI
5. Develop Budget (see Appendix C)
6. Leadership Organizing Committee (LOC)
 - recruit Committee leaders
 - develop organizing Committee, volunteer schedule and recruitment plan (see Appendix B)
 - set meeting schedule
 - start strategizing
 - develop job descriptions

7. Hotels - AGS and SRS

- See ISI Policy 8.5 (a) 1 for specifics on when accommodations are required.
- Hotels or appropriate accommodations **shall be provided** for the Meet Referee and Administrative Referee during the competition. At the Age Group and Senior State meets this shall be extended to include Evaluator(s).

8. Professional Personnel Needs

- medical MD/RN or trainer
 - volunteer – may need USA swimming insurance rider
 - Hendricks Regional Health will provide trainers for Age Group and Senior State and Open Water
 - arrange through ISI
- lifeguards
- security
- announcer
 - DIV find an experienced announcer
 - use USA swimming guidelines
 - AGS and SRS
 - See ISI Policy 8.5 (a)2 for specifics
 - The ISI board may request review of the announcer's credentials three (3) months prior to the competition. If there is a concern at that time the board may request the host club to seek an alternate or work on resolution of concerns.

9. Outside Revenue and Fundraising

- vendors
- finalize contracts
 - convey needs from ISI sponsorship, i.e. Speedo product
 - develop space needs checklist, i.e. internet or electricity
- sponsors
 - create package for sponsorship
 - possible drawings for meet

10. Meet Theme

- develop
- signage
- carryover to facilities/credentials

11. Credentials

- coaches
- volunteers
- officials
- athletes
- media
 - ISI has credentialing form for media

12. Equipment List

- for each operational area
 - on deck

- hospitality
- concessions
- admissions
- meet ops
- awards

Two to Six months in Advance of Meet

1. Committees
 - invite Meet Referee to planning meetings
 - monitor progress
 - schedule meetings or updates as needed
 - include budget review
2. Facility Walk Through
 - verify meeting area for officials
 - hospitality
 - concessions
 - deck areas
 - camping areas
 - spectator seating
 - pa system
 - trash/recycle/janitorial
3. Host Web Site
 - develop
 - post introductory information and links to ISI
4. Finalize
 - hotel accommodations
 - vendor needs
 - professional staff
5. Order
 - participant gifts if applicable (goodie bags)
 - volunteer outfitting
 - equipment
 - signage/banners
 - Officials
 - shirt or other item for working - *recommended*
 - usually based on number of sessions
 - gesture for volunteer time
6. Forms
 - work with your assigned Meet and Admin Ref on any forms you may need
 - order from ISI any **scratch forms or relay cards** you might need
 - allow for a week delivery if not an in-person pickup
 - order 2 weeks prior to your meet
 - scratch forms come in single and multiline
 - multi are only good for teams scratching multiple people and events at one time
 - more single scratch forms are needed

- relay cards may be purchased or cardstock used
 - purchased relay cards are triplicates
 - cardstock may be run through printer

7. Volunteer Recruitment

- continue recruitment
- focus on weak areas

Two to Six weeks in Advance of Meet

1. Committees

- meet and fine tune all areas
- continue to recruit volunteers
- develop master schedule
- plan volunteer education session

2. Hospitality

- review plan specifics and donations
- adequate food and snacks
- consider possible dietary issues, i.e. vegetarian
- adequate staffing
- timing of meals
 - coaches and officials, and volunteers are at the pool 6:00 am – finish
 - warming up kids and in meetings
 - flexible scheduling

3. Officials

- all Divisional meets, request a current officials list for teams in Divisional
 - send email inviting to officiate, and with pertinent information
 - coordinate with Meet Referee
- State meets officials must apply – application on ISI Officials web page
 - host club officials should also apply
 - those working in an administrative capacity should also notify Meet Referee

4. Test Meet

- conduct and confirm all equipment is operational

5. Emergency Action Plan

- review with leadership

6. Host Web Site

- add community information
- vendor pre-sales

7. Awards

- ISI Office will contact awards coordinator and send directly to them
- Awards and Schedule
 - share with awards Committee
 - publish Awards Schedule in Finals and 10 & Under heat sheets
 - Technical Chair provided also on Champ Meet Host web page

8. Event Logo Use

- Send to ISI for approval of any printed materials; office@inswimming.org
- may use sponsor logos or wording

- reference contract on correct title format of your meet

Week of Meet

1. Participation Certificate (AGS only)
 - create/design an Age Group State for all participants
 - host can design
 - no template is available
 - names are available from entry chair to do a mail merge
 - print and include in coach packets at start of meet
2. Schedule Revision (Divisionals only) - “Dead” pool time or extenuating circumstances
 - If a warm-up/ session start time revision is needed per HOD 2014(this is not warm-up lane assignments)
 - Tuesday morning (day following modification deadline), obtain the MM session reports and or backup from the entry chair.
 - Meet Director(s) **and** Meet Referee for a site should review and compare session reports to warm-up and meet schedule provided in the meet packet.
 - If schedule times are close then no modification is needed.
 - If schedule times are not adequate, then adjust on the provided REVISED WARM-UP and MEET SCHEDULE document provided by Technical Chair
 - 3 hours must exist between prelims finish time prior to the distance event, and start of finals warm-ups
 - goal of finish time no later than 8:30-9 pm
 - only scratch deadlines and coaches meeting for 10 & U should be altered
 - 30 minutes prior to start of 10 & U warm-ups
 - coincides with 10 & U coaches meeting
 - Submit via email TUESDAY EVENING the request to revise the schedule to the Age Group Chair, Senior Chair, and Coaches Representative and ISI Technical Chair. Also send to ISI, with note that it is in approval process.
 - Barring no additional feedback and if approved by ISI Technical Chair.
 - send to ISI for final web-posting
 - host team should send **NO LATER THAN NOON WEDNESDAY** to all participating teams
3. Warm-up Lanes (Divisionals only)
 - If required due to pool size and split sessions assign warm-up lanes and sessions
 - in meet announcement
 - Base on distance from pool
 - DO NOT ASSIGN 10 & U session or finals
 - Friday timed finals may be assigned for consistency
 - Post and email teams no later than Wednesday 6 pm on host web-site
 - ISI will not post this information
4. Host Web-site and ISI Championship web page
 - ISI will create a master Championship web page on ISI web-site
 - All updated Championship Meet information should be posted here so only one source for information
 - Host should provide link to ISI Championship page

- **DO NOT link directly to Meet Announcement or any other one item**
 - items can change and then attendees will not have updated information if directly linked
 - ISI web page includes
 - Meet Announcement
 - Meet Set-up file
 - Pre-scratch session reports
 - Pre-scratch timed final psych sheet minus 10 & under sessions
 - Major change announcements, i.e. changes to the Divisional session warm-up/start times due to “dead” pool time or extenuating circumstances
 - post information on host web-site that is
 - not available on ISI web-site
 - not in meet announcement
 - **warm-up lane assignments** (DIV) if required - see site specific meet announcement
 - an important notice
 - information regarding Time Trials - absolutely no later than Thursday 6 pm
 - review checklist provided by ISI
 - recommend note on site stating when set-up web-site:
 - Time Trials will be held and information posted by 6 pm Thursday
 - Or
 - No Time Trials will be offered.
5. Psych/Heat Sheet - ISI pages
- up to 6 “free pages” required for of public service information/advertisements
 - ISI will send no later than Tuesday noon the week of your meet
6. Coach Packet
- gather information from Committees
 - develop a coach packet assembly team
 - assemble prior to arrival of coaches
 - available Day 1 of meet
 - compile for each team that includes:
 - Welcome Page
 - ISI heat sheet pages
 - Psych sheets
 - Team’s summary of entries and fees – including any late fees
 - include over entry reports and relay entries
 - Time Trials Information (only 3 events/day)
 - Participation Certificates (AGS)
 - Meet Evaluation Form – include QR code
 - ALL Relay Cards with labels
 - Awards Schedule
 - Revised Schedule Warm-up and Session start times (DIV – only if needed)
7. Registration
- Staff multiple for check-in
 - Payment methods

- Early check-in
 - payment and packet/goody bag pick-up only
 - may not include positive check-in or scratches
- 8. Coach Meetings
 - prepare a Welcome statement
 - a few highlights of “the dry side” of the event, i.e. awards pick-up
 - Meet Referee will address all technical issues/reminders
- 9. Meet Evaluation
 - Important that feedback is returned to ISI to improve process
 - ISI will create and send code
 - QR Code information to a will be customized for each host.
 - include the QR code in heat sheets and/or post around deck.
 - have hard copies of a meet evaluation available as well

At Meet

1. Coaches Meeting
 - coordinate with Meet Referee
 - they will cover technical aspects of meet
 - introduce self
 - discuss facility, hospitality, emergency plans, etc.
2. Support Chairs
 - check-in
 - offer a hand only if needed, but do not commit to one area
 - run errands if chair cannot spare someone
 - debrief
3. Awards
 - Schedule was set by ISI based on events
 - Depending on number of awards, break lengths are different, see session report
 - Awards starting Spring 2016 - all but top 3 should have medals placed on neck prior to stepping onto podium.
 - All receive handshake, but only top 3 presented on blocks.
 - If awards not moving
 - make sure announcer is calling kids in advance
 - **start prior to having all swimmers present**
 - swimmers will show up
 - give enough time for parents to take pictures, but not excessive time
 - awards on
 - wave
 - announcer thanks and move to next group
 - last resorts
 - have multiple people staple labels on after athletes come off podium
 - use one set of awards for presenting (not recommended, especially with younger swimmers)
4. Facility
 - should be open and ready prior to teams arriving

Post Meet

1. Facility
 - leave as found
 - garner a positive relationship with facility
2. Meet Directors' Summary Report
 - ISI web-site
 - complete the with your thoughts about the meet
 - send within 14-days of the meet to the Technical Chair
 - used to pass on best practices and watch areas to future hosts
3. Meet Evaluation
 - mail any hard copy evaluations to ISI
4. Finances
 - complete ISI financial form
 - this is the CHAMPIONSHIP financial form not "regular" meet
 - be accurate so that ISI can get a good snapshot of fiscal well-being of championship meets
 - if needed complete preliminary in 10 days and submit final with vendor information later
 - include payment
 - Senior State and Open Water review contract for stipends
 - Senior State discretionary stipend ARE NOT guaranteed
 - receipts and reasoning required
 - submit and request review
 - to be used for items that enhanced meet or in case of facility exceeding initial stipend
5. Self-Evaluate
 - plan a meeting to debrief with Committee leadership
 - document
6. Celebrate
 - Plan a club celebration
 - include what was accomplished
 - monetary
 - volunteer support hours
 - athlete success
 - club benefits

APPENDIX F – MEET REFEREE CHECKLIST

The Meet Referee should be familiar with the each main area and key personnel. However, the host has the responsibility to organize and execute their meet plan.

PRE-MEET

1. Resources
 - ISI Officials Chair
 - Other experienced Championship Meet Referees
 - ISI Technical Chair
 - ISI Office staff
 - USA Swimming Rule Book
 - ISI Meet Champ Host web page
 - ISI web site under Meets - last link
 - Legislation Summary - changes from ISI HOD that impact meets
 - On ISI Meet Champ Host web page - summary
 - Or ISI web site under Board - Technical Minutes - full legislation from HOD
 - USA Swimming Education and Resource web pages
2. Meet Announcement
 - Developed by ISI Technical Chair and host clubs
 - Based on ISI Policies and Procedures and HOD Legislation voted on by ISI clubs
 - KNOW IT
 - Use for basis of decision making
 - Something is unclear ask
 - ISI Championship Meets do have some differences in rules/conduct from a USA meet
3. Championship Coordination Meeting
 - ISI will host a Championship Coordination Meeting
 - Permits initial interaction with host
 - Outlines expectations of hosts
 - safety aspects of meet
 - running a championship meet
 - technical information and changes based on HOD
 - resource material
4. Host Club Contact
 - Should initiate contact with host club after Championship Coordination Meeting
 - Share email and phone contact information
5. Host Club Meetings
 - Ask to be invited to organizational meetings
 - **LISTEN** to planning
 - If asked about areas, offer opinions or options, but do not impose demands

- If areas where you foresee issue, or something has been overlooked, politely let host or chair know of concerns
- Major issues be kind but address
- Items to listen for in planning
- Admin needs - relay take-offs, Dq slips, scratch cards , etc.
 - Awards
 - Communication
 - Copying
 - Deck Access
 - Lifeguards
 - Hospitality
 - Marshaling - deck, locker rooms, stands, warm-up pools
 - Parking
 - Pool - unexpected closings or maintenance
 - Safety plans - weather, fire, etc.
 - Who takes lead on communication and to whom
 - Timing Equipment and Operations
 - are they using 2 buttons and pad
 - is it up to date or having issues that need to be addressed before meet
 - other clubs provide back-up equipment if needed
 - second strobe for a hearing impaired swimmer
 - Time Trials
 - Volunteer/staffing issues
- If not familiar with site, ask for a site visit

6. Hotel Accommodations

- If not a local referee, host club will be asked to accommodate Meet Referee, Admin Referee and possibly Evaluators for State meets
 - See ISI Policy 8.5 (a) 1 for specifics on when accommodations are provided.
- Usually worked out in advance with ISI Officials Chair, ISI staff and host club
- Work through Officials Chair

7. Pool Configuration

- Impacts warm-ups and meet operations
- Question on configuration check with Technical Chair or Computer Operator or review file
- If 10 lane pool
 - prelim session all 10 lanes will be used
 - Includes any timed final events that will be swum during prelim session
 - Friday night timed final events
 - Summer Divisionals may not use based on numbers
 - 8 lanes used for
 - finals sessions except Friday night timed finals events
 - 10 & U sessions
- Warm-ups split if 8 lane pool with a diving well
- Warm-ups not split if 2 pools available for warm-ups

8. Officials

- Age Group and Senior State meets all officials must apply to work via ISI Official's web-page
 - This list will be provided to you from ISI Official's Chair
- Divisional meets, host club is responsible for recruiting
 - Recommend at least 1 month in advance
 - May offer to send emails to officials in area inviting them
 - May not use form for recruitment - too much like an application meet
 - Do let officials know dress, meeting schedule, time trials, session lengths, etc.
- Officials Chair will either assign Admin Referee, or give direction to assign
 - Make sure they are aware far enough in advance that they can be involved in the entry process and prep for the meet
 - Should have prelim/final experience
 - Should have trained with another admin referee who is knowledgeable of USA and ISI procedures
- Assigned Officials: Team Lead CJ, CJ's, Starter, Deck Refs
 - Make preliminary assignments but do not notify
 - ISI Official's Chair will give direction as to when notification of these positions should occur
 - Work out Deck Ref/Starter rotations and Invigilation
 - Communicate with Team Lead CJ of desired protocols and any rotation and staffing
- OQM - did host ask and are they experienced enough to run an OQM
 - do not prompt for Divisionals, but if they ask explain how to proceed
 - AGS - N2 all positions and N3 S&T
 - SRS - depends on evaluators - N3
- Evaluations
 - If an official has requested evaluation and will work the requisite sessions assign appropriately

9. Disability and Hearing Impaired Swimmers

- Policy for disability swimmers is in place
- Coaches and swimmers apply to ISI
- ISI/disability chair will contact Meet Referee for discussion approximately 1 week prior to meet start
- Notify coach of decision
- Work with coach on needs of athlete
 - Will athlete swim a 50 during a 100 event
 - Does athlete need other provisions
- Inform Admin Referee, so they may work with computer operations
- Hearing impaired swimmers communicate with coach
 - Use extra strobe, if available
 - Hand signals
 - nothing

10. Club Entries and Proofs

- Role of Entry Chair is COMMUNICATIONS and PROCESSING, **NOT DECISION MAKING**
- ISI uses Entry Deadline to Modification Deadline system

- Entry Deadline - club must enter by deadline if attending
 - Modification Deadline - absolute last date/time to address
 - Time updates
 - Addition/deletions or changes to entry file
 - Addressing and exceptions, i.e. too slow or fast for meet
 - After Modification Deadline ISI will start looking at files and Proofs
11. After Modification Deadline
- receive backup or session reports and psych sheet from the entry chair
 - May forward to Admin Ref, but they should not run reports at this point
 - Final back-up should be received day before meet
 - Admin and meet operations should communicate about reports and who is running what
 - Review session reports
 - Intervals - initially set at 25 s prelims non-flyovers; 45-75s finals sessions; 30s - 10 & U and timed finals (AGS – no flyovers in prelims unless warranted by timeline)
 - If flyovers are needed use 20 s intervals for AGS, 15s for SRS
 - Divisionals - Consider if excessive dead pool time between sessions
 - Refer to Div. Technical Legislation and Process
 - Outlines how, when and why to change warm-up/session start times
 - Discuss with Meet Director
 - Follow timelines and notification process to request changes
 - Review psych sheet for any issues
 - Entry issues
 - Entry Chair will forward any entry issues or unresolved items to Lynn at ISI, and Meet Referees and possibly ISI Technical Chair
 - Meet Referee may also request Admin Referee be included or oversee
 - Unless extenuating circumstances, late entries are associated with fines
 - This is in meet announcement for reference and clarity
 - Must be uniformly handled across sites
 - Refer to Entry Review Process document for scenarios and resolutions
 - Contact resources if additional assistance is needed
12. Split Warm-ups (Divisionals)
- Need based on Pool configuration
 - Review work by host club
 - Should be by distance and balanced numbers
 - Do not advise swapping by day, as different athletes each day
 - Consider time zones and daylight savings
 - Friday night assignments are optional
 - DO NOT ASSIGN
 - 10 & Under unless large numbers
 - Final sessions
 - **Must be posted on host site and distributed to coaches via email Wed - 6 pm**
13. Extenuating Circumstances
- Weather, school and pool situations do arise
 - Make sure host club contacts ISI ASAP

- If major ISI will work with club on how to proceed
- ISI Technical Chair can help with offering event scheduling options, award schedule modifications, and file modification
- May require attending coach vote
- Once decision is reached, host club should be communicating immediately with attending teams
- Session overruns
 - If 2 pools available, start warm-ups in second pool
 - MUST have approx. 15 time in competition pool during warm-ups
 - If running over into 10 & U session
 - often coaches will agree 20 minutes is sufficient for warm-up
 - may be able to start on time
 - may start warm-up in 2nd pool, but must give time in competition pool

14. Meet Jury

- 3 serve - coach, official, and athlete
 - Athlete should be if possible 15 or older; 14 at AGS
- Look at everyone attending
- Balance between
 - large and small teams
 - distance to site
 - different teams
 - experience
 - all days
- Make initial inquires prior to meet

15. Time Trials

- Host must include Championship Meet Referee in discussion
 - Do not have to be MR for Time Trials
 - Host recruits all officials and volunteers
- Review session reports to see if feasible
- Review *Time Trial Guidelines* and *Time Trial Template*
- Consider option of after meet concludes if not time
- Host must post information by day preceding meet - 6pm

16. Coaches Meeting Preparation

- Prepare information for coaches meeting
 - Introduction - Meet Referee and Admin
 - Session length
 - Scratch deadlines
 - Awards process
 - Pool temp
 - Any changes or extenuating circumstances
 - How alternates will be handled
 - Meet jury
 - Pool temp
 - Wish athletes and coaches well in endeavors

17. Communication

- Leading up to meet
 - Check-in regularly with Admin Ref, Entry Chair, Meet Directors, and Team Lead CJ
 - Notify of any changes
- Parking passes at Natatorium
 - Convey if available and to whom
 - Information will come from ISI Officials Chair

MEET DAY

1. Site

- Walk pool and check for any safety issues

2. Officials Briefing

- meet with assigned team at site prior to meet for final details
- Officials Briefing
 - Let Team Lead CJ run if possible
 - Otherwise discuss assignments, briefing and protocol
 - All should feel comfortable and welcomed
 - Realize various levels of experience
 - Encourage practice of National Deck Protocol
 - Do not demand
 - Cover particular needs
 - No cameras on deck
 - Awards runs fast, please stay in place and clap
 - Locker rooms are off limits- use bathrooms in X location
 - Etc.
 - Thank for volunteering time
- Check in with meet operations

3. Warm-ups

- Watch that warm-ups are started according to meet announcement
- Invigilators, Marshals and Announcer should assist with transitions
- Do not open additional sprint lanes unless requested or notice long lines

4. Coaches Meeting

- Refer back to section on Coaches Meeting Preparation

5. Meet

- **Let everyone do their job**
 - If you observe something that needs correction mentor
- Help out where needed or requested
- Make sure pace is along lines of session reports post scratch
 - Too fast and coaches will be asking for courtesy rests
 - Too slow and possible over runs of sessions
 - Announcer will keep meet flowing
- Be available to coaches
 - Circulate and see how everything is going
 - Listen to concerns
 - Use meet announcement as needed to explain
- Realize things happen that are out of your control, and make the best of the situation

- If you have a trusted colleague to bounce ideas off of, talk to them to try and come up with a reasonable plan
- Be decisive and firm when making decisions, but if a better solution is offered be willing to make the change
- Watch for coaches that need to speak with Deck Referee
 - Have someone available to step in
 - Become involved if a resolution cannot be reached
 - Research situation thoroughly

6. Awards

- Awards will be executed by the meet host according to the procedures below.
- Schedule was set by ISI based on events
- Depending on number of awards, break lengths are different, see session report
- Awards starting Spring 2016 - all but top 3 should have medals placed on neck prior to stepping onto podium.
 - All receive handshake, but only top 3 presented on blocks.
- If awards not moving
 - make sure announcer is calling kids in advance
 - **start prior to having all swimmers present**
 - swimmers will show up
 - give enough time for parents to take pictures, but not excessive time
 - awards on
 - wave
 - announcer thanks and move to next group
 - last resorts
 - have multiple people staple labels on after athletes come off podium
 - use one set of awards for presenting (not recommended, especially with younger swimmers)

POST MEET

1. End of Meet

- Make sure to thank everyone for jobs well-done
- Check with Meet Directors and thank for support
- Get a meet back-up and Time Trials

2. OTS

- Enter all officials sessions and send thank you

3. Reports

- Submit report to ISI Officials Chair outlining meet
- May include
 - Number of athletes and teams
 - Break down of officials ad sessions worked
 - Areas that host club excelled and struggled
 - Any particular areas of concern or issues handled
 - DQ log from Admin
- Send to ISI any no shows for Sunday finals
 - Team
 - Athlete

- Event missed
- Original qualifying time and place
- Send or communicate to ISI Technical Chair
 - any issues related to clarity of meet announcement
 - suggested legislative items and reasoning

APPENDIX G – ENTRY CHAIR CHECKLIST

ISI TECHNICAL CHAIR

- posting the setup file for participating teams to use
- setup the online entry system
- proofs
- create and send host the Meet Manager backup to use for the meet
- awards schedule

HOST ENTRY CHAIR

Pre-Meet

1. Verifying accuracy of Meet Manager file
 - any question with regards to error in file should be directed to Technical Chair
 - if changes are required Technical chair will notify how to proceed
 - **MM file**
 - Meet Name
 - Divisionals must have appropriate region name or will write over each other in Meet Mobile
 - Sanction Number
 - Dates
 - Qualifying start dates
 - Meet dates
 - Report headers
 - State meets must be shorter than 25 characters due to live broadcast – do not change unless requested
 - Time standards are in file including next level, i.e. sectional, zone, national
 - Divisionals – state standards
 - Age Group – AA, Zone (AAA),AAAA, Sectionals, Futures and Junior Nationals
 - Senior State – Sectionals, Futures, Junior Nationals, Nationals or Open, Trials (summer only)
 - Event orders – especially in years with new events
 - Session order
 - Session times
 - Scoring
 - Records (AGS, SRS - NOT Divisionals or Open Water)
 - initial records have been loaded
 - records can be found on the ISI website under TIMES.
 - ask to have a report run for additional records broken during the season
 - confirming records again 1 week prior to meet
 - make sure flags are set so records broken at meet will show as such in results
 - bottom of records page next to name of record - enter flag symbol
 - Senior State - care needs to be taken in updating during meet, as multiple age groups.
 - *Don't just update records without confirming as you go.*

2. Online Entry System

- ISI will create form for each championship meet with appropriate entry email approx. 2 - 3 weeks prior to entry deadline
 - host entry chair should confirm receipt
 - please review form and make sure your email is correct
 - subject should include club name, entry status (new/update/ declared intent to enter), a unique id and time stamp
- used for all entries
 - if entering team does not use system
 - reply to team that they are to use the online entry system at www.inswimming.org.
 - if they do not enter via online entry system after instruction
 - accept their entry
 - let ISI know for follow-up
- each entry and file will be time stamped and have unique id, club code and entry status
 - sends submission to host with files and links
 - cc ISI
 - stores submission in Formstack account that can be double checked by ISI staff
 - automatically sends confirmation to entering team from ISI
 - stores file on Google Drive
 - stores submission in Google Spreadsheet
- ISI will give entry chair access to Google Drive folder and Google Spreadsheet for the meet they are working on
 - Google spreadsheet
 - **DO NOT CHANGE HEADERS or SHEET NAME or ORDER of COLUMNS**
 - tied to form fields in Formstack and the Google spreadsheets and will not automatically populate correctly
 - last field – RESPONSE – is for your use if you choose
 - will **AUTOMATICALLY** populate contact list
 - this is a record of each time an entry or update is made, so you will have duplicate entries for email addresses
 - declaration of intent to enter **or** new entry will have full information
 - update will record only email and what was uploaded
 - additional sheets (see bottom of sheet)
 - coach contacts information only
 - entry contact information only
 - You may share spreadsheet with Meet Directors and Meet Referees as recommend VIEW only or download first and then share
 - You may download spreadsheet when you are done
 - do not remove from cloud storage
 - easy access for everyone to view at a meet if needed
- Google folder
 - will store all submitted entry files and reports by club, entry status, unique ID and time stamp
 - this is a backup as files will be sent directly to you

- you may double check folder if question on file or submission
 - you may also click on links provided in submitted email
- check to see if team wrote message at bottom of online entry system form
 - visible on the email cover page you receive with the attached file
- 3. Reports
 - format - send all reports as .pdf
 - save as pdf from MM or Word or download a free pdf writer
 - develop standard email responses
 - include wording from meet announcement regarding
 - modification deadlines
 - payment and Summary of Entries
 - other pertinent information
 - develop system of files for reference, i.e. swimteamAentry041414.pdf
- 4. Entry Procedures
 - ***always*** delete any previous entry files from MM before you import the current file
 - you may hand enter team in MM as a reminder if they “declare intent to enter”
 - import entry file into MM.
 - do not convert any times
 - do **allow** No Times - these will be resolved in exception reports
 - **run Exceptions reports for each team**
 - Over entries
 - Entry Time Standards too slow (DIV, SR & AG)
 - note SRS has bonus events – so ask for confirmation of bonus events if not marked as such
 - Team Unify bonus tagged events will not import correctly – software licensing issue
 - Entry Time Standards too fast (DIV)
 - May use non-qualifying exceptions report, but sometimes glitches with non-conforming time/distance
 - Age/ Gender mismatch including relay check
 - Relays will not show-up on exception reports- MM doesn’t check
 - Must run psych to review these
 - Relays do not have to have all athletes listed at this point
 - review reports - run psych
 - State relays
 - relay times on psych sheet are faster than appropriate time standards
 - 11-12 200 stroke events for AGS - LCM are entered at 100 times
 - Divisional relays
 - only 2 relays per team per event
 - relay times on psych sheet are slower than state relay standard
 - NT is acceptable for relays
 - Relays entered above state time and not changed by modification deadline will be moved to NT for seeding
 - **mandatory** send within 24 hours of receipt of initial team entry
 - an entry list report including relays

- exceptions report
- notes regarding
 - relays entered slower than time standard (AGS/ASRS)
 - 11-12 200 stroke entries not entered at 100 time (AGS-LCM only)
 - more than 2 relays per event (DIV)
 - relays faster than state time (DIV)
 - may need to include wording about use of CUSTOM time for relays
- do not need to include over entries
 - may send a note about scratching down by deadlines
- **best practice send entry report and exception report for each subsequent submitted entry**
- best practice create an organizational system
 - i.e. a notebook alphabetical by team
 - print each online entry form each time a submission occurs
 - attach and flag exceptions to be addressed to submission form
 - remove flags as exceptions cleared
- **print any needed email correspondence for documentation and reference and bring to meet**
- remind team
 - **Summary of Entries page** with contact information
 - payment including late fees are due one hour prior first session in which a team/swimmer is competing
 - includes addition of any missed athletes, events, relay only athletes
 - if not attending must make other arrangements (see meet announcement)
 - entry are due 1 hour before the session in which they have a swimmer/team participating
 - proofs prior to appropriate scratch deadlines
- **WATCH AREAS** – newer coaches/entry chairs entry issues that may need to be addressed
 - Before teams run eligibility reports need to have boxes checked
 - enforce qualifying times (all meets)
 - than Q times in all courses (Divisionals)
 - do not allow NT
 - uncheck to add bonus events and NT relays for Divisionals
 - Team Unify
 - bonus events will not transfer into MM as such – submitter will need to verify
 - licensing issue between Team Unify and Hy-tek
 - changes including any CUSTOM times **must be SAVED** otherwise they revert to time in database, this is for both relays and individual events
 - has to do with working in cloud storage and multiple users at one time
 - Team Manager
 - Divisional relays – to enter a time slower than “best”, check box for relay and enter CUSTOM time- permits slower than state standard
- Entry reports are now required with each submission, but only to be reviewed if discrepancy

5. After Modification Deadline - 11:59 pm Monday
 - import all final entries ***received by deadline***
 - after entering files received by 11:59 pm - **NO ADDITIONAL CHANGES TO FILE**
 - send session reports to Meet Directors and Meet Referees
 - Divisionals have some time sensitive decision to make regarding warm-ups and start times
 - note any exceptions not addressed – notify meet referee and ISI – keep notes
 - ISI and Meet Referee will give direction in how to handle
 - send by 9 am Tuesday (or day following modification deadline) Meet Manager backup to ISI
 - email Meet Referee and ISI noting exceptions not addressed and swimmers that may need to be scratched
 - send final entry report and fees back to each team
 - ***do not send exception reports***
 - print a psych sheet
 - Divisionals – all events
 - review for swimmers swimming up an age group (i.e. 10 yr. old in 12 & U event)
 - review for 2 relays per team and listed slower than state qualifying time
 - SRS and AGS – relay events
 - review for relays still listed slower than qualifying time standard
 - 11-12 200 stroke events (AGS-LCM)
 - review for swimmers not with a 100 time
 - compile notes and send to ISI at ISI by Wednesday 8 am
 - and/or confirm numbers match those of ISI
 - **any additional questions that arise must be conveyed to ISI and Meet Referee for response**
 - ISI or Meet Referee will address when and whether changes may be made and/or penalties that apply
 - changes received after Monday(modification deadline), 11:59 are to be considered late
 - late fee system is spelled out in meet announcement
 - includes missed event
 - forgetting swimmer/relay
 - relay only swimmers
 - not addressing exception
 - no excuse - accuracy is entering team’s responsibility to be accurate and review entry reports
 - reminder is in meet announcement
 - if team agrees to late fees - do not enter until given ok from Meet Referee
6. Participation Certificates (AGS ONLY)
 - to be included in meet packet
 - create spreadsheet of all **athlete names by team**
 - send to Meet Director or designated person
7. Relay Cards
 - include in meet packet prior to start of warm-ups on day one
 - run relay cards either on card stock or labels depending on method to be used

- include 8 names
8. Summary of Entry (last page of meet announcement)
- have blank ones available for teams who forget to bring
9. Fees due
- print and have available Day 1 of meet
 - payment including late fees are due one hour prior first session in which a team/swimmer is competing
 - hold personal check until you receive Team check
 - deposits aren't made until Monday or Tuesday after the meet anyway
 - include late fees
 - host team keeps the \$100 fee and the additional \$5 that is assessed per entry
 - OW events it is the additional \$ per event fee
 - late entries are not subject to 8% either
 - easiest way to know when team arrives is as follows
 - create spreadsheet
 - copy team names from MM
 - label spreadsheet columns session 1, session 2, etc.
 - create a session report in MM for each session - alphabetical listing
 - in spreadsheet – session 1 make an x in column for any team arriving during session 1
 - turn on filter- DATA/filter -looks like a funnel
 - session 1 column - right corner is filter
 - filter for blanks on first session
 - compare team names left to second session MM report
 - mark session 2 column with x for those arriving in session 2
 - filter session 2 column for blanks
 - repeat process until no teams remain
 - remove filters to have full spreadsheet
10. Team contacts
- Send link or download spreadsheet from Google Drive to send to meet directors and meet referees
11. Wednesday Deadlines
- **Note Senior State in summer starts Thursday. Although deadlines are not moved, please be aware that teams will be waiting on psych sheets, etc. to plan travel.**
 - ISI will send changes required due to proofs to host and Meet Referee
 - Additional changes will come in and a “final” list sent of outstanding items Friday (Thursday am - LCM SRS) from ISI
 - ISI will notify of changes due to swimmer entered in wrong age group (Spring DIV)
 - **No later than noon notification of teams (DIV)-** Meet Referee and Meet Director, if approved, may request you contact teams regarding warm-up/start time changes
 - These changes would be due to removal of significant “dead” pool time or extenuating circumstances
 - **Late Afternoon** - Send to Indiana Swimming
 - Most recent backup
 - Pre-Scratch Prelim and 10 & U session, session reports (do not include finals session)

- Divisionals - if Meet Referee and Meet Director have received approval for a warm-up time change, then update the start times in the file prior to sending session reports
- ISI will post on web-site
- Timed Finals events psych sheets (**not including 10 & Under sessions**)
 - Do include
 - All 200-1650/1500 timed final events
 - All Relays - without names
 - ISI will post on web-site
- **Late Afternoon – (DIFFERENT THAN WHAT IS SENT TO ISI) Send to Coaches/team contacts, Meet Ref, Admin Ref along with this statement:** “Timelines that are posted are only approximations to be used only for general planning purposes. The actual meet session timelines may vary from what is posted. Athletes and coaches are responsible to adhere to all meet deadlines and competition/event starting times.”
 - **Full** psych sheet
 - **Link** to ISI web-site for session reports and timed final psych sheets listed above
 - Awards Schedule (should also be placed in Coach Packets)
 - Any other last minute reminders

12. Positive Check-in Events - late Thursday (**Wednesday for LCM Senior State**)

- Check with admin referee as they may choose to print instead
- print distance and relay event psych sheets
 - recommend print by event/age group/day and gender
 - may also do additional sort on relays by team
 - available for Clerk of Course before the meet starts

During the Meet

1. Teams Check-in
 - no fewer than 3 people/lines to assist teams on Day 1
 - accept Summary of Entry forms and payments
 - have BLANK Summary of Entry forms available for them to complete with
 - coach contact information should be completed
2. Live Results and Meet Mobile
 - If available set-up
 - No availability post results by end of session
 - (.pdf is sufficient) following each session
 - Make note as such on host web-site
3. Time Standards
 - Should be checked to show in event headers in your MM db
 - **SRS:** US Open or Nationals, Olympic Trials, JRs, Futures, Sectionals
 - **AGS:** Jrs, Sectionals, Futures, AAAA, Zone, AA.
 - **DIV:** AGS & SRS cuts
4. Records
 - Should have a flag set for each record to show up in results

Post meet

1. Send MM Backup AND TM exported results file
 - ASAP - many teams are headed to the next level meet, and need results to prove or update times
 - to ISI and Technical Chair
 - do not lock db for ISI
 - will post on ISI web-site
 - all teams that participated
 - lock db prior to sending
 - may send pdf of results (publication order with splits)
2. Post a link on host website to ISI Championship page
 - for final results files (.pdf in PUBLICATION ORDER, .zip and/or .CL2)

APPENDIX H – AWARDS CHAIR CHECKLIST

1. Awards

- ordered by ISI
- sent by vendor approximately 1 week from event
 - ribbons & any team awards always come weeks before the event
 - medals traditionally arrive the week prior to event
- a list of what you should receive will be sent to you from ISI
 - **inventory immediately** and contact ISI immediately if missing or numbers do not match list
 - should have extra and will be able to swap if there are broken medals
- check against meet announcement events
- pre-sort by event

2. Schedule and Execution

- developed by Technical Committee and sent to Meet Director
- posted on ISI Meet/CHAMP Host web page for use or obtain from Meet Director
- flexibility in operation especially with timing issues during meet
- Awards will be executed by the meet host according to the procedures below.
- Schedule was set by ISI based on events
- Depending on number of awards, break lengths are different, see session report
- Awards starting Spring 2016 - all but top 3 should have medals placed on neck prior to stepping onto podium.
 - All receive handshake, but only top 3 presented on blocks.
- If awards not moving
 - make sure announcer is calling kids in advance
 - **start prior to having all swimmers present**
 - swimmers will show up
 - give enough time for parents to take pictures, but not excessive time
 - awards on
 - wave
 - announcer thanks and move to next group
 - last resorts
 - have multiple people staple labels on after athletes come off podium
 - use one set of awards for presenting (not recommended, especially with younger swimmers)

3. Personnel

- runner between results and awards staging
- 2 people organizing athletes
- 2-3 putting labels on awards and placing on trays for awarding
- may also need to carry awards out to podium
- 1- placing awards on all but top 3 finishers
- 1 to direct on and off podium and communicate with announcer
- 1 to present awards

4. Work areas

- area for working on medal assembly

- staging area for athletes
 - podium
5. Reminders
- remind Meet Director to announce in all coach meetings
 - pick up 9-16 ribbons and other awards at the end of each session
6. Unclaimed and unused awards
- Post meet return to ISI unused and unclaimed awards
 - mark clearly in bags for which team
 - if unused separate from those for teams
 - mark clearly for which meet
 - add count by place
 - AGS & SRS - hand to ISI office staff
 - DIV and OW - call ISI and notify
 - send with someone to AGS or SRS to hand to ISI office staff if present
 - notify meet director of counts, so they are aware for financial report

APPENDIX I – WEB MASTER CHECKLIST

Do not link directly to any item on the ISI web page. This allows items to be updated, and will assist people in obtaining the most accurate information.

INDIANA SWIMMING CHAMPIONSHIP WEB PAGE

Includes all DIV, AGS and SRS, Open Water meets

1. ISI will post:

- link to host championship page
- meet announcement
- meet file
- pre-scratch session reports
- pre-scratch timed final psych sheets
- changes to session and warm-up start times (DIV) due to “dead” pool time or extenuating circumstances
- these are not warm-up lane assignments, which should be posted on host site
- extenuating circumstance notes
- updates to all of the above
- final results file

HOST TEAM WEB PAGE

Please do create a championship web-page.

1. Link back to ISI web page

- **Do not post** any of the information that is to be posted on ISI web-page
- **Do not link directly to any item**
- This allows for one source and updates

Pre-Meet

1. General Meet Information

- Community information, i.e. hotels and restaurants
- If at IUPUI Natatorium - may also link to ISI hotels page
- Parking information that might be helpful
 - payment options that may not have been listed in the meet announcement
 - credit cards will be accepted
- Sponsors - include SPEEDO and Hendricks Regional Health
 - Vendors and pre-order information
- Live Results link if using
 - Place a note on site if you had planned to use, but cannot due to internet connections
 - Meet Mobile note if using and meet name (get from Entry chair or computer operator)
- Time Trial note on web-site:
 - Time Trials will not be offered. Or
 - Time Trials will be offered and information posted no later than 6 pm on Thursday prior to meet.

2. Wednesday prior to meet (DIV only)

- Warm-up lane assignments by 6pm
 - **if your site is required to make assignments** and split session warm-ups it is noted in meet announcement

- obtain pdf from Meet Director/Meet Referee
- 3. Thursday (Wednesday - SRS LCM) if hosting Time Trials
 - Time Trial information from Meet Director
 - post information NO LATER than 6 pm the Thursday (Wednesday – SRS LCM) prior to the meet.
 - Allows coaches and athletes to plan accordingly

During Meet

1. Results
 - Live Results and/or Meet Mobile not available
 - Pdf of results for each session and meet if not using live results

Post Meet

1. Results and Files
 - post meet final pdf of
 - Time Trial results and MM locked backup
 - meet results and MM locked backup
 - ISI will also post, but teams may need this prior to Monday

APPENDIX J – TIME TRIALS GUIDELINES and TEMPLATE

Since Time Trials may be offered during the course of championship meets, it is important to consider the following guidelines.

1. Separate Meet

- Time Trials are a separate meet, and the responsibility of the club to operate.
- Must sanction separately from the championship meet and 5 business days in advance of Time Trial. Late sanctions may be granted at double the normal fee.
- Must recruit and provide your own officials, including a referee, starter, and admin official.
 - You may ask those present for the championship meet to assist, but be prepared to staff.
- Supply timers, or make it clear on the web-site that swimmers must provide a timer for their event.

2. Interference

- Time Trials may not interfere with the operation of the championship meet.
- If time permits, time trials may be run between sessions. If not then after all sessions for the day is an option, or limit the number of swimmers to fit the time between sessions.
- There must be a separate computer designated for time trial set-up. Meet Operations may not be stopped to set-up a Time Trial.

3. Collaboration

- The championship Meet Referee must be made aware of the Time Trial and when it will take place. If they indicate there is an issue with timing, then work with them to find a more appropriate time.

4. Posting

- Your team web-site should provide all of the information about the Time Trial in advance of the meet. **Information must be posted on host web-site the Thursday preceding the championship meet by 6 pm** (Wednesday if long course Senior State). This will permit coaches and athletes to plan accordingly.

5. Information

- You may choose to provide a flyer or poster at the meet. You may also choose to finalize your posting after the timelines for the championship meet have been published on ISI.
Please provide the following information on the team web-site:
 - Day(s)
 - Time – approximate, i.e. after 10 & Unders is completed or after finals are completed
 - If it needs to be limited, what the limit is – i.e. limited to 30 minutes or 3 heats, or...
 - Events being offered
 - At the divisional meets please consider giving state qualifying events first priority
 - At the state meets please consider giving priority to qualifying events for the higher level meets, i.e. sectionals or zones
 - Decide and publish whether you are going to limit to swimmers who are near qualifying cuts, or whether it is to be an open Time Trial, or first come first serve basis

- Where will registration be taken
 - When will registration open and close
 - Swimmers are limited to 3 events per day, including championship meet events. So, a swimmer entered in 1 event at a championship meet on Friday can enter 2 time trials, etc.
 - It is the club's responsibility of confirming how many events a swimmer has entered.
 - Swimmers in the championship meet have the swimmer surcharge waived. If open to swimmers not participating in the meet, a \$2 swimmer surcharge applies.
 - Event fee – maximum \$5 per event
 - Time Trials are only open to Indiana LSC Members. In other words, they must be a registered athlete with Indiana Swimming, not Ohio, or Illinois, or another LSC. ***This does need to be stated on your web-site.***
 - When and where will warm-ups occur, and how long will they be
6. ISI Office Notification
- Please provide the information or web-site link to office@inswimming.org

TEMPLATE - HOST CLUB TIME TRIAL

Dates

Sanctioned by USA and Indiana Swimming IN #

| | | | | | |
|---|--|------------------|------------------|------------------|------------------|
| Please include all information below for a Time Trial held in conjunction with ISI Championship meet. Edit right column as needed. Items not in bullet format are required to be left in your information. Bullet points are different options that may be used. | | | | | |
| Date(s): | <ul style="list-style-type: none"> • Saturday, March X, 2014 • Sunday, March X, 2014 | | | | |
| Purpose: | <ul style="list-style-type: none"> • swimmers should be close to achieving the next level qualifying time for a state, sectional, or national meet • open to all levels of swimmers and times • may want to prioritize based on level of meet | | | | |
| Swimmer Eligibility: | Must be Indiana Swimming registered members(required) <ul style="list-style-type: none"> • and entered in the meet • or open to all Indiana Swimming registered members | | | | |
| Registration Location: | <ul style="list-style-type: none"> • location for registration so swimmer, coaches, and parents may access, i.e. not on deck | | | | |
| Time of Registration: | <ul style="list-style-type: none"> • opening and closing time (consider arrival time and scratch deadline of younger swimmers) | | | | |
| Entry Limit: | Swimmers are limited to 3 events per day, this includes any swims during preliminaries or timed finals and Time Trials. Time Trials do not count against their meet total, or events in which they have qualified for finals. Swimmers must have scratched down by appropriate scratch deadlines, as DFS is a disqualification and counts against their 3 event total per day. | | | | |
| Time Constraints: | <ul style="list-style-type: none"> • limited to x number of heats • limited to x amount of time | | | | |
| Time of Trials: | <ul style="list-style-type: none"> • Immediately after 10 & Under session or • x minutes after completion of x session • x minutes after conclusion of meet | | | | |
| Warm-up: | Warm-up will be held for x minutes prior to the start of Time Trials in the x pool | | | | |
| Cost: | \$2.00 ISI swimmer surcharge (Surcharge is waived if already entered into the meet.) \$X per Time Trial event If Time Trials are not held due to time constraints, money will be refunded. | | | | |
| Events Order: | <ul style="list-style-type: none"> • as listed • order will be determined based after entries are received | | | | |
| Timers: | <ul style="list-style-type: none"> • Swimmer needs to provide two timers and for distance events a counter • Timers will be provided but the swimmer needs to provide a counter for distance events | | | | |
| Events: | List events to be offered (edit list below and consider if state events, relays, or just events offered at meet) | | | | |
| | 50 Freestyle | 100 Freestyle | 200 Freestyle | 500 Freestyle | 200 Free Relay |
| | 50 Backstroke | 100 Backstroke | 200 Backstroke | 1000 Freestyle | 400 Free Relay |
| | 50 Breaststroke | 100 Breaststroke | 200 Breaststroke | 1650 Freestyle | 800 Free Relay |
| | 50 Butterfly | 100 Butterfly | 200 Butterfly | 400 IM | 200 Medley Relay |
| | | 200 IM | | 400 Medley Relay | |

TIME TRIAL ENTRY FORM

(Complete and Circle Events)

| | | | | | | |
|------------------------|------------------|------------------|-------------------|----------------|-----------------------|---------------|
| Saturday Sunday | | | | | | |
| | USS ID | | Club name | | Club code | |
| Swimmer's Full Name | | | | | M or F | |
| | Last Name | | First Name | | Middle Initial | Gender |
| Date of birth | | | | | | |
| | Month | | Day | | Year | |
| Event(s) | 50 Freestyle | 100 Freestyle | 200 Freestyle | 500 Freestyle | 200 Free Relay | |
| \$2 ISI Surcharge* | 50 Backstroke | 100 Backstroke | 200 Backstroke | 1000 Freestyle | 400 Free Relay | |
| \$X per event | 50 Breaststroke | 100 Breaststroke | 200 Breaststroke | 1650 Freestyle | 800 Free Relay | |
| \$X per relay | 50 Butterfly | 100 Butterfly | 200 Butterfly | 400 IM | 200 Medley | |
| | | | 200 IM | | Relay | |
| | | | | | 400 Medley Relay | |

*Surcharge is waived if entered in Championship meet

Amt paid - _____ recvd by _____

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of being permitted to participate in this swim meet, and for other good and valuable consideration, the undersigned, for himself, his successors and assignees, hereby releases and forever discharges the host team and Indiana Swimming, and its Board of Directors, USA Swimming, and each of their respective officers, agents, employees, members, successors, and any other persons in any way connected with this meet, from any and all liabilities, claims, demands, actions, or causes of action of whatever kind of character arising out of or in connection with said event. Further, the undersigned shall indemnify and hold harmless the host team and Indiana Swimming, USA Swimming, said facility and the officers, trustees, agents, employees, and members of the foregoing and all other persons in any way and claims arising out of or in connection with any injury, including death, or alleged injury of damage to property sustained or alleged to have sustained in connection with or to have arisen out of said event.

Signature of Team Official/Coach _____ **Date** _____

APPENDIX K – SPLIT WARM-UP TEMPLATE

Divisional host clubs that require split warm-ups due to pool configuration and number of athletes, must publish by 6 pm Wednesday. The split should take into consideration distance travel for attending teams as well as numbers. 10& under session should not be assigned.

Example 1

| Club | Friday | Saturday Prelims | | Sunday Prelims | |
|------|-----------------|-----------------------------|-------------------------------|------------------------------|------------------------------|
| | Lane Assignment | Lane Assignment | | Lane Assignment | |
| | | Session 1 6:30-7:00 a.m. | Session 2 7:00 - 7:30 a.m. | Session 1 6:30- 7:00 a.m. | Session 2 7:00 - 7:30a.m. |
| BURG | 3 | | 3 | | 3 |
| CAST | 2 | | 3 | | 4 |
| DCS | | 8 | | 4 | |
| DON | 1 | 1 (share 2) | | 1 (share 2) | |
| ECST | 8 | | 6 | | 3 |
| FA | 8 | 4 | | 4 | |
| FRST | 2 | 5 | | 5 | |
| GCAT | 3 | | 1 (share 2) | | 1 (share 2) |

* Diving well will be open for general warm-up and cool down throughout the meet.

** Clubs may choose to swap lanes and times if mutually agreeable.

***No lane assignments will be made for Finals or 10 & Under sessions

Example 2

See Meet Letter For Additional Details Regarding Sprint/Pace Lanes

Friday

General Warm Up - 10 & Under's warm up the last 30 minutes of scheduled warm ups

| | | | |
|--------|-----------|--------|----------------------|
| Lane 8 | DUNE | Lane 4 | SBSC, RR |
| Lane 7 | MSC, HOT | Lane 3 | PPSC, MAKO |
| Lane 6 | LCB, MCPS | Lane 2 | LSO, UTSC |
| Lane 5 | VSC, IA | Lane 1 | HHSC, HTS, LDSC, PAC |

Saturday & Sunday AM Preliminaries

Session 1 = 6:30- 7:00 am

| | | | |
|--------|-----------------|--------|------------|
| Lane 8 | HTS, HHSC, GARY | Lane 4 | PPSC |
| Lane 7 | MSC | Lane 3 | LSO |
| Lane 6 | MSC | Lane 2 | UTSC, LDSC |
| Lane 5 | LCB | Lane 1 | CPSC |

Session 2 = 7:00 - 7:30 am

| | | | |
|--------|------|--------|-----------|
| Lane 8 | DUNE | Lane 4 | MCPS |
| Lane 7 | DUNE | Lane 3 | RR |
| Lane 6 | IA | Lane 2 | VSC, HOT |
| Lane 5 | SBSC | Lane 1 | MAKO, PAC |

APPENDIX L – DIVISIONAL WARM-UP EXTENUATING CIRCUMSTANCES

The following legislation is in its final format, as amended and adopted at HOD 2014.

Amend meet protocol to indicate that any adjustments to warm-up and starting times of each session of the Divisional meets will be determined after the Entry/Modification Deadline and no later than noon Wednesday prior to the start of the meet. Final changes to warm-up and session starting times will be determined by the meet referee along with the consultation of the meet director(s), Age Group Chair, Senior Chair, and Coaches Representative based on entry numbers, pool availability and timelines, and is subject to approval by the ISI Technical Chair.

The meet host and Indiana Swimming will publish these changes on the host and ISI websites. The host club will email changes to ISI and all teams entered in the meet by noon Wednesday. No changes to the starting times will be made after noon. A minimum period between the end of the AM preliminary session and the start of warm-ups for the finals session will be no less than 3 Hrs to ensure adequate rest for athletes, and a finals finish time of no later than 9 pm, as requested by Performance Committee.

ADDITIONAL NOTES:

Original warm-up and meet schedules were set based on history of athlete numbers, site, number of lanes, warm-up availability, and addition of events. If extenuating circumstances, i.e. weather or pool issues arise, please contact ISI and ISI Technical Chair immediately, so that a plan may be devised to accommodate additional or alternate changes.

The above legislation was amended to give hosts and meet referees additional latitude within the specified parameters. **This is a time sensitive process.** The recommended process is as follows:

1. Process Initiation
 - **Process starts with Meet Directors and Meet Referees, not ISI** or ISI Technical chair.
2. Session reports
 - Tuesday morning, or day following modification deadline, obtain the MM session reports and or backup from the entry chair.
3. Collaboration
 - Meet Director(s) and Meet Referee for a site should review and compare session reports to warm-up and meet schedule provided in the meet packet.
4. Fly-overs
 - If schedule times are close or fly-over intervals can be altered to accommodate existing schedule, then no modification is needed.
5. Warm- up Schedule
 - If schedule times are not adequate, then adjust warm-up and session start times on the provided REVISED WARM-UP and MEET SCHEDULE document. Technical Chair will provide the document to be used.
 - Warm-up intervals should not be altered
 - 3 hours must exist between finish of relays (not distance) in prelims and start of finals warm-ups. In addition, realize the first heat of 1650 swimmers did not compete last in prelims. This may also be factored in to the “3 hours”.
 - goal of finish time no later than 8:30-9 pm
 - only 10 & U scratch deadlines and coaches meeting may need to be altered
 - scratch deadline is 30 minutes prior to start of 10 & U warm-ups
 - coaches meeting coincides with 10 & U scratch deadline

- may change current note regarding warm-ups and scratch deadline and add times, ie Saturday - 11:00 am; Sunday 11:30 am or leave as 30 minutes prior
 - Time Trials may not interfere with Championship meet
 - legislation was to reduce dead time in pool ***not*** to add time between sessions
 - Time Trials may be held if sufficient time - host should follow guidelines
6. Request for Change
- Submit via email **TUESDAY EVENING** the request to revise the schedule to the Age Group Chair, Senior Chair, and Coaches Representative and ISI Technical Chair.
 - As courtesy send to ISI, with understanding that it is in approval process.
7. Approval and Notification
- Barring no additional feedback and if approved by ISI Technical Chair.
 - send to ISI for final web-posting
 - host club should send **NO LATER THAN NOON WEDNESDAY** to all participating clubs