



Middle Atlantic Swimming

Meet Director Handbook

September 1, 2023

Table of Contents

I. Meet Director Overview

II. Meet Director – Certification and Re-Certification - Middle Atlantic Key Contact Information

III. Timeline

A. Duties- 6 to 9 Months Prior to Start of Short Course Season (January to April):

1. Proposed Meet Schedule
2. Facility
3. Referee
Starter
Officials Coordinator
4. Operational Risk Director
5. Admin Official/Admin Referee
6. Bid Application Packet- Club Hosted Meet
 - a. MA Facility Use Request
 - b. MA Meet Host Application Non-Champ Meets
 - c. Agreement to Comply State Codes Swimming Pool Operation
7. Meet Host Meeting
8. Long Course Facilities
9. Sanction - Club Hosted meet
 - a. Policy
 - b. Application Packet
 - (i) Sanction Request Form
 - (ii) Sanction Fee
 - (iii) Meet Announcement (electronic) Template.
 - (iv) Events Entry File exported from meet software
 - (v) Emergency Action Plan specific for meet facility (if not already on file with MA)
 - (vi) Facility Lease Affidavit
 - (vii) Add to Existing Meet Schedule
 - c. Fees
 - d. Penalties
 - e. Application for Approved and Observed Meets

B. Duties- June 15th through August 1st (SC) / January 15th (LC):

1. Meet Announcement
2. Template
3. Meet Entry Fees
4. Facility Surcharge
5. Sanction Number
6. Meet Management Software
7. Review for USA & MA Policy revisions
8. Review Team Facility Emergency Action Plan

C. MA Championship Series

1. Bid Application Packet
2. Sanction
3. Meet Announcement
4. Meet Management software
5. Event Entry File

D. Entries

1. Open Date
 - a) Close Date
 - b) Process Entries
 - i) Manual Entries
 - ii) Import Event Entry File
 - iii) Unattached designation

- iv) LSC Code
- v) Exception Report
- vi) Conforming Times
- c) Reply to Entries
 - i) Accepted
 - (1) Import Report
 - (2) Included Info: signup links volunteers & Officials
 - (3) Entry Fee Invoice
 - (4) Entry Changes
 - (5) Meet Group Email
 - ii) Refused Entries

E. Session Duration

1. 4 Hour Rule- USA-S
2. 4 Hour Rule- MA
3. Exemptions
4. Entry Procedure- Applying 4 Hour Rule
5. Options for Compliance
6. Penalty for Non-Compliance
7. Short Timeline

F. 60 to 10 Days Prior to the Meet:

1. Meet Binder
2. Key Meet Leaders
 - a. Sub-committees
3. Meet Volunteer Requirements
4. Awards
5. Facility
 - a. Contract/Terms
 - b. Point of Contact
 - c. COI
 - d. Walkthrough
 - e. Equipment
 - f. Requested Items
6. Signage
7. Setup
8. Hospitality/Concession
9. Vendors
10. Equipment Test
11. Meet Program
 - a. Heat Sheets
 - b. Paperless
12. Identifiers- Wristbands, Lanyards
13. Supply Inventory

G. On 10th Full Business Day Prior to First Day of Meet - OR - 2 Days Past Entry Close Date (if earlier than 10 days prior).

1. Session Timeline Report- PDF to DoC
 - a. Review with Key Meet Leaders
2. Swimmer Registration Verification (a.k.a. RECON)
 - a. Submit Meet Management File Backup to MA Registration Chair
 - b. Team Notification
 - c. Discrepancy Resolution
 - d. Entry Payment Date

H. During the 10 Days Prior to the Meet:

1. Coach RECON
 - a. Helpers
2. Entries After Close Date
3. "Meet Notes"
 - a. Warm-Up Assignments
 - b. Distribution
4. Finalize Plans with Key Meet Leaders
 - a. Program Heat Sheets
5. Announcer Script
6. Swimmers Without Coach
7. Award Area
8. Last Minute Items

I. At the Meet

1. Have on Hand
2. Check-In Table Process
 - a) Volunteer Check-In
 - b) Coach & Official Check-In
 - c) MAAPP Acknowledgement
 - i) Applicable Adults- non-member, Not affiliated with a Team
3. Pre-Seeded Meet/Session
4. Deck-Seeded/Positive Check-In/Scratch-Back: Swimmer Check-In
 - a) Scratch (Entry) Sheets
 - b) Cover Sheets Instructions
 - c) Return Checklist & Deadline
 - d) Revisions in Meet Management Software
 - e) Exception Rpt, Seed Meet
 - f) Timeline, Timer Sheets, Final Heat Sheets
5. Changed Heat Sheet
6. Missed Entries
7. Relay Names
8. Deck Entries & Time Trials
9. USA-S Registration at Meet
10. Coach Meeting
11. Partnership- Referee, MD, ORD
12. Meet Log

K. After the Meet

1. Document Retention
2. Post Meet Duties:
 - a) Meet Results
 - b) Report of Occurrence
 - c) Officials Report
 - d) Operational Risk Directors Report
 - e) Splash Fee Remittance
 - i) Fee Chart
 - f) Activity Summary Report
 - g) Financial Report
3. Meet Penalty Fees
4. Historic Scratch Factors
5. Team Report
6. Facility Review

7. Meet Log Review
8. MA Meet Survey Results

L. Meet Personnel

1. Job Descriptions
2. Sign-Ups
3. Training and Motivation
4. Personnel:
 - a. Admission
 - b. Announcer
 - c. Awards
 - d. Check-In Deck Access
 - e. Computer Operator (Meet Management Software i.e. Hytek...)
 - f. Hospitality/Concession
 - g. (Safety) Marshal
 - h. Ready Area
 - i. Runner
 - j. Scorer Table Assistant
 - k. Head Timer
 - l. Timers
 - m. Timing System Operator (Colorado, Dak)
 - n. Other

Appendix:

1. Warm-Up Procedure Examples
2. Announcer Script Example
3. Certificate Of Insurance
4. Acceptable Form of Proof of Membership & Certification

I. Meet Director Overview

This Handbook is designed as an aid to Meet Directors in Middle Atlantic Swimming. Please remember that the rules and policies of USA-S (USA-S) and of Middle Atlantic Swimming (MA) constantly change as we strive to improve our sport. The USA-S Rules and Regulations and the MA Policy & Procedure Manual are your primary references. In addition to this handbook, these are the controlling documents for all meet operations.

The Meet Director (MD) has the responsibility for all pre-meet planning, entry processing, and on-going operation of the meet on the 'dry' side. When the warm-ups begin for each session, the Referee (R) will oversee the competition; this applies to the pool or 'wet' side of the meet. At the meet, the Administrative Referee (AR) and/or Administrative Official (AO) is responsible for the activities at the score table, including any timing adjustments, seeding any deck entries, the proper recording and posting of results, and for scratches/seeding of Finals at a Prelims/Finals meet. At many meets the MD will also be involved in these activities as the MD is also a certified AO.

Few individuals contribute to the programs and success of competitive swim meets as much as the Meet Director. The MD's primary goal should be to host a well-organized and efficiently run swim meet while providing the athletes with an excellent competitive environment. Swim meets are for swimmers and should be fun and character building. They should be designed with the swimmers' best interest in mind. Excessively long, unorganized meets are not conducive to quality swimming.

Swim meets can produce appreciable revenue but they should not be considered primarily as a fund-raising endeavor. Swim meets also generate significant expenses. The meet should be run to offer a positive experience for the athletes while doing so in a financially responsible manner.

The Meet Director must be able to work with the many volunteers required to run a successful meet. When problems arise, the MD must calmly keep them from distracting from and interfering with the meet.

Meet Directors are responsible for organizing and conducting a meet that complies with the USA-S and MA rules. They must ensure that the meet follows the technical and administrative rules described in *USA-S Rules and Regulations* and the *MA Policy & Procedure Manual*; these documents along with this *MA Meet Director Handbook* should be available for reference before, during and after the meet.

The Meet Director's major responsibilities include:

- Secure the facility and assure the pool and its environment meet the requirements in *Article 103* of the *USA-S Rules and Regulations*.
- Submit Bid Application: Identify Referee/Official's Coordinator and Op Risk Director on application. Attend annual MA Meet Host Meeting.
- Prepare and submit meet materials to MA Director of Competition for approval: Meet Announcement, Meet Management & Event Entry software files.
- Obtain Meet Sanction from MA. Submit Sanction Form and Fee.
- Arrange for meet personnel, equipment, awards, supplies necessary for meet operation.
- Process meet entries. Review session timeline for compliance. Complete Swimmer and Coach RECON with MA Registration Chair. Publish/distribute pre-meet Psych Sheets, Meet Notes, Warm-Up Assignments.
- Ensure deck access compliance. Publish meet programs and/or heat sheets. Oversee scorer table procedure with AO. Confirm Report of Occurrence submitted to USA-S by ORD at meet.
- Prepare and distribute final meet results to attending teams for review and submit to MA Office to post on SWIMS.
- Complete and submit post-meet reports to MA and USA-S. Pay Splash Fee. Review with team.

While the Meet Director is ultimately responsible for each of the tasks noted above, it is wise to enlist the aid of a team of volunteers to assist in many of these areas. MDs should not assume any other responsibilities during the meet, although the MD may serve as the AO for the meet if it will not interfere with their other responsibilities. The MD must be available to answer questions, resolve problems, and

generally keep everything operating efficiently. The MD must keep a cool head, an open ear and a gracious smile, remembering that most participants at swim meets - swimmers, coaches, officials and spectators – are sincere.

When the warm-ups begin for each session, the Referee assumes complete control of the competition. The MD must be present at all sessions to assist the meet management team and to answer any questions the Referee or Admin Official may have regarding the meet entries, seeding, etc.

Upon successful certification as a MA Meet Director a MA Name Badge is issued to be worn when serving as a Meet Director at MA Sanctioned Meets. Meet Directors wear Official's attire.

II. Meet Director – Certification and Re-certification

All MA Certified Meet Directors and those seeking certification must be a non-athlete member of USA-S, and must successfully complete the USA-S Background Check (BGC) and Athlete Protection Training (APT). MDs must complete Administrative Officials training prior or concurrently with MD Training, including Concussion Protocol Training (CPT) as required by USA-S. MDs are certified by Middle Atlantic (MA) for two (2) years from completion of the certification requirements.

The certification of Meet Directors is the responsibility of the MA Director of Competition (DoC). A list of certified MA MDs is maintained at the MA office and is posted on the MA website. Contact the MA Director of Competition if you have any questions about your certification.

Certification – New Meet Directors

- 1) Review this MA Meet Director's Handbook and MA Policy & Procedure Manual. Review related documents on the MA website.
- 2) Attend a MA Meet Director clinic/workshop.
- 3) Attend a MA Admin. Official clinic/workshop.
- 4) Complete/pass the MA Meet Director test online with a minimum score of 80%.
- 5) Complete/pass the USA-S Admin Official test online with a minimum score of 85%.
- 6) Complete the MA Meet Directors On-Deck Training under the supervision of a MA Certified MD.
- 7) Complete the MA Administrative Official On-Deck Training under the supervision of a MA Certified AO or MD.

Re-certification

1. Maintain annual non-athlete membership in USA-S with a current completion of the USA-S Background Check, APT and CPT programs.
2. Serve as a Meet Director for at least two (2) club-hosted sanctioned meets during the previous two years
3. Complete recertification as a MA Administrative Official.
4. Complete/pass the online MA re-certification test for Meet Directors on the MA website with at least an 80%.
5. Attend a MA Meet Director clinic/workshop.

Middle Atlantic Key Contact Information

Middle Atlantic Swimming
482 Norristown Road
Suite 110
Blue Bell, PA 19422

484-246-9595 (phone)

MA Office (splash fees, sanction fees)
Registration Chair (recon)
Director of Competition
(sanctions, results, post meet forms)
Operational Risk Chair
Tech Planning
Officials Chair

johnlyons@maswim.org
recon@maswim.org
mikeseip@maswim.org

OperationalRisk@maswim.org
MATechPlanning@maswim.org
Officials@maswim.org

III. TIMELINE

Planning for a meet should begin months in advance of the actual meet date.

You may find it helpful to start a log and record your activities, important names, phone numbers, and dates. This can be an important part of your report to any person who succeeds you in your job.

A. Duties- 6 to 9 Months Prior to start of Short Course Season (January to April):

1. Review **Proposed Meet Schedule** provided by MA Technical Planning, included with the Bid Application Packet. Working with your team's leadership, identify meet dates and formats you wish to propose to host in the next competitive year (September start of short course through August end of long course)
2. Verify **Facility** availability for your preferred dates and session times. Confirm the Facility is in compliance with *Article 103* of the USA-S Rules and Regulation, including pool depth.
3. Identify a **Referee**. If you cannot identify a Meet Referee, then you may designate a Deck Referee (for non-championship meets). When possible, try to identify a Referee that will be present for the entire meet and who will be responsible for the actual conduct of the meet. When not possible, a substitute Referee may fill in for individual sessions of the meet as needed. The Referee should preferably be certified by MA, but a Referee from another LSC is acceptable.
 - a) It is also advisable to identify a **Starter** at this time. Starters also are an advanced level official, who can only act in one role at any given time during a meet. A Starter must be present for every session of the meet.
 - b) According to USA-S rules, the Referee (or an **Officials Contact**) will be responsible to insure that the appropriate Officials (i.e. Referee, a Starter, an Admin Official, at least four Stroke and/or Turn officials, etc.) will be present for every session of your meet (see Section 102 in USA-S Rule Book). If the required Officials are not present at each session, then the times achieved by swimmers at that session may not be recorded into the SWIMS database.
4. Identify a certified MA **Operational Risk Director (ORD)**. The ORD must be present for all sessions of the Meet. Review with your team's ORD the MA ORD Manual to familiarize yourself with how MD and ORD work cooperatively.
 - i) **Middle Atlantic Safety Program** follows national guidelines provided by USA-S. This program is designed to help the host team with an added safety factor, especially during warm-ups, which is when most accidents occur.
 - ii) Safety is an important factor for our programs. Due to increasing liability insurance, we must all follow our guidelines as set forth. Anyone not following these guidelines may be ejected from the meet by the Referee, and may additionally be subject to a fine as imposed by the MA Board of Directors.
5. **Administrative Referees** are assigned by MA for Club hosted Prelim/Final meets, and MA Champs.
6. Identify a certified **Admin Official (AO)** for your meet. Prior to the meet, the AO may assist the Meet Director to ensure that the meet is set-up properly in the scoring/resulting software, and that entries are properly processed, including compliance with the MA 4-Hour Rule. Because AOs may also handle deck entries during the meet, ensure the AO understands USA-S membership requirements to accept swimmers not previously entered in the meet (i.e. perform own RECON). AOs also oversee the timing system operation, timing adjustments and the scoring and reporting of all results – i.e., general responsibility of the scoring table at the meet. If a single AO is not designated for the entire meet, the AO position can be filled individually at each session. The MD is responsible that an AO will be present at each session, and that the AO correctly understands their responsibilities. Although not recommended, the MD can serve as the AO at a meet session if they have no other tasks or responsibilities as the MD.

7. Bid Application- Club Hosted Meet

- a) Club Hosted Meets Bid Application Packet is distributed by DoC typically in early January. Complete a packet for **all** club hosted meets your team proposes to host in the coming year. Fill in requested information as you determined in the steps above. Submit your completed packet(s) to the MA Director of Competition (DoC), typically due by mid-March. .
 - i) A summary of the Club Hosted Meet Bid Process is provided in the document: "Overview of the Bid Process". Three forms in the Club Hosted Meet Bid Application Packet (also available on MA website under Meet Director Tab) are:
 - (1) MA Facility Use Request
 - (2) MA Meet Host Application Non-Champ Meets
 - (3) Agreement to Comply with State Codes related to Swimming Pool Operation.
8. The DoC will compile a list of all proposed meets and release a Proposed Meet Schedule to the submitting teams, usually before the end of March.
 - a) Conflicts are worked out among each team until the meet schedule is satisfactory.
 - b) Plan to attend the annual **Meet Host Meeting** (usually held in conjunction with the annual House of Delegates meeting typically the last Saturday in April)
 - i) If it is not possible for the certified Meet Director to attend, the host club must have a representative authorized to speak on the team's behalf in attendance.
 - c) The final meet schedule is reviewed and approved.
9. For **Long Course** (LC): Clubs wanting to host meet(s) during the LC season are encouraged to submit a Meet Application packet by April 1 for those meets; however, applications for LC season meets will be accepted until October 1. It's understood some summer pool facilities may not commit that far in advance. Confirm with Technical Planning that your proposed meet dates are acceptable and will be put on the calendar. This will usually occur in the January timeframe.

10. Sanction Application- Club Hosted Meets

Middle Atlantic Swimming is delegated the responsibility to issue Sanctions within its geographic boundaries on behalf of USA-S as described in *USA-S Rules and Regulations Article 202*. Sanctions may be issued to USA-S group members to conduct swimming competitions, benefits, exhibitions, clinics or entertainment involving competitive swimming.

- a) Applicants for a Sanction should read and understand *USA-S Rules and Regulations, Article 202*, and the *MA Policy & Procedure Manual*. Special attention is called to the following points:
 - ii) No sanction will be issued to any organization whose interest is solely commercial or profit-motivated.
 - iii) Sanctions are not transferable. Sanctions must be granted in advance of the event. Combinations of more than one meet at the same location on the same day require separate applications and sanctions.
Example: Mini meet is separate sanction from A/BB/C meet even if held on same weekend.
Example: Time Trials held at end of session in another meet requires separate sanction. Notification of Time Trials can be included in that other meet's Meet Announcement. Individual Time Trial Meet Announcement not needed
 - iv) The word "Olympic" may not be used without the consent of USA-S. Exception: Junior Olympics as the Age Group Swimming Championships.
 - v) A liability and property damage clause releasing USA-S and MA must appear on all entry forms and/or the Meet Announcement as stated on the MA Template.

b) **Application Procedure:**

For Club Hosted Meets approved by the MA Board at the Meet Host Meeting and placed on the MA Schedule, each team's Meet Director must submit a completed Sanction Application Packet by announced deadline (typically Aug 1st) for each meet sanctioned. The form blanks must be filled electronically. Forms are provided on MA website, in Meet Director tab.

- i) The complete Sanction Application Packet must include:
 - (1) Sanction Request Form
 - (2) Sanction Fee (see Fee chart below). Application is processed when check payment is received, or contact MA Office for credit card payment.
 Both of the above submitted to MA Office.

- (3) Completed Meet Announcement Template.
- (4) Event Entry File exported from meet software
- (5) Emergency Action Plan document specific for meet facility (if not already on file with MA)
- (6) Facility Lease Affidavit

Items 3 to 6 are submitted to MA Director of Competition.

- ii) Incomplete or incorrect applications will be returned to applicant. No Sanction will be issued until all omissions or errors are corrected.
Once the application is complete and correct, the MA Director of Competition will issue the sanction, return the final Meet Announcement with sanction number included to the Meet Director, and post Meet Announcement, and TM Entry File on MA Meets List..
- iii) **"Add Meet to the Existing Schedule"** Form is required for meet applications submitted after the season schedule is approved at House of Delegates meeting. This applies to all meet types (dual, intra-squad, time trial, distance, mini, etc.). Submit to the Director of Competition. The DoC will present the proposed meet to the Technical Planning Chair/Committee for approval before a sanction can be considered.

11. Sanction Fees - Club Hosted Meets

- a) Current fees are:

FEES for SANCTIONED Level- Club Hosted Meets	
Type of meet	Fee
Multi-Team Meet	\$50.00
Intra-Squad (per day)	\$25.00
Time Trials (associated with sanctioned meet)	\$15.00
Camp or Swim-A-Thon	\$15.00
There may be an additional late fee of \$5 per day for applications submitted less than 60 days prior to the first day of the meet.	

- b) Make payments to: *Middle Atlantic Swimming*.
- c) Mail to:

Middle Atlantic Swimming, Inc.
Attn: Sanctions
482 Norristown Road
Suite 110
Blue Bell, PA 19422

12. Sanction Penalties - Club Hosted Meets

Meet Hosts are required to comply with all the provisions of the *USA-S Rules and Regulations, Article 202*, as well as additional Middle Atlantic Policy guidelines. The following penalties will be imposed on all meet hosts that violate these requirements. All future meets may be suspended if the penalties are not paid promptly.

Sanction VIOLATION	Host Club PENALTY
Late submission of sanction application	Up to \$25
Late submission of Meet Announcement	Up to \$25
Failure to make required corrections to meet information	Sanction not granted
Failure to submit appropriate reports by deadline	\$10 per report
Blatant or repeated failure to follow meets rules and regulations established by USA-S and/or MA	Loss of all future meets opportunities

13. Application for Approved and Observed Meets

- a) Application Forms with instructions and fees are posted on MA website in Meet Director Tab.
- b) Requirements as described in *USA-S Rulebook Section 202*.
- c)

FEES for APPROVED Level Meets		
Application Date	Length of Meet	Fee
>60 days prior to meet	1 day	\$75
" "	2 or more days	\$100
30-59 days prior to meet	1 day	\$125
" "	2 or more days	\$150

B. Duties- June 15th through August 1st (SC) / January 15th (LC):

1. Meet Announcement

- a) MA's electronic Template, which must be used to prepare your Meet Announcements, is available on the MA website under the Meet Directors tab. This Template includes all necessary information required by MA and USA-S. Refer to *USA-S Rules and Regulations Section 202* for information which must be included in the Meet Announcement of Sanctioned meets. *Section 202* lists the same information for Approved meets. Instructions for modifying the Template are also available on the Meet Director page of the MA website.
- b) Prepare a Meet Announcement for each of your meets using the MA SC or LC Meet **Template** (or make appropriate changes to the Meet Announcement from the prior year's meet).
 - i) Entry Open and Close dates are selected at the discretion of each meet host team/MD: no later than 10 business days prior to 1st day of meet, or 2 business days after close date (if earlier).
 - ii) Entry Limits- Follow *USA-S Section 102*.
 - iii) State instructions of entry method in use, such as "OME".
 - iv) State MD decision to accept/process paper athlete USA-S registrations at the meet. Strongly encourage pre-registration through the MA office.
 - v) If you did not yet identify Operational Risk Director, Referee or Officials Coordinator on your Bid Application, you must enter names at this time on the Meet Announcement.
 - vi) Time Trials do not require a separate Meet Announcement when included as part of a sanctioned meet. Explain Time Trial details within the meet's Meet Announcement (i.e. Time Trial Entry Fee, eligible Events, procedure to enter, etc...)
- c) Items of Importance, specific to each meet, are added to the Miscellaneous section of Meet Announcement Template. Examples include:
 - i) Deck Access Check-in procedures specific to your team. For example:
 - (a) location of Check-In area
 - (b) Reminder for Applicable Adults to re-read MAAPP Policy.

Note: All MA hosted meets are conducted in compliance with USA-S Safe Sport/ MAAPP Policy. However, a host team may opt to require MAAPP acknowledgement signature at their meet Check-in as opposed to deferring to each team's documentation of its own members.

- ii) Check-in procedure for deck-seeded events, scratch rules, clarify if penalties will be imposed as they are at Champs meets
- iii) Time when check-in, deck entries, scratches close (a minimum of 30 minutes prior to the start of the session).
- iv) Manner in which final seeded heat sheets will be distributed to coaches, officials, and key meet personnel. Spectator heat sheet distribution method.
- v) Volunteer requirements of visiting teams, if applicable, sign-up and check-in procedures.
- vi) Facility specific items: entrances to use, parking, assigned team seating areas, bring own camping chairs, swimmer 'staging' provided etc...
- vii) Weather or Facility contingency plan and contact method.

Note: The above items, if unknown at time of Meet Announcement preparation, are sent to attending teams closer to meet date via "Meet Notes" (see below)

d) **Meet Entry Fees**

As determined by MA. Fees **not** to exceed:

MEET ENTRY FEES				
Type of Meet	Individual		Relay	
	SC	LC	SC	LC
Club-hosted meets	\$10.00	\$10.00	\$20.00	\$20.00
MA Championship meets (except 10&U)	\$15.00	\$15.00	\$25.00	\$25.00
Time trials Club Hosted meets	\$10.00	\$10.00	\$20.00	\$20.00
Time trials at MA Championships	\$15.00	\$15.00	\$25.00	\$25.00
Deck entries: Not to exceed:	twice the IE fee		twice the RE fee	

e) **Facility Surcharge**

A facility usage surcharge may be included when appropriate. Requests for surcharge other than as listed above must be approved by MA Board

- f) All information stated in the Meet Announcement when approved by DoC must be followed as written. Any changes (i.e. session time, format, venues, etc...), must be approved by the MA Director of Competition and publicized to all the attendees.

2. Build the meet in your **Meet Management (MM) software** (i.e. Team Unify, Active/Hytek or other) exactly as described in your Meet Announcement. When completed, export the Event Entry File.

3. Submit the Sanction Request Form, Fee, completed (electronic) Meet Announcement, and Event Entry File for each of your meets to the MA DoC. When all conditions of the Sanction application have been satisfied, including any needed corrections to the Meet Announcement, a **Sanction Number** will be issued for each meet and entered on page 1 of each Meet Announcement. A final copy is provided to you. Enter the Sanction Number in your MM software for each meet.

- d) The current season's MA Meet Schedule, Meet Announcement, Event Entry File information and Meet Results can be found on the MA website under the Meet Info/Result Tab.
- e) To post meet information on your team's own website, always link to the original items posted on the MA website Meet Info/Results Tab for each of your meets.
- f) **You may begin submitting these materials on June 15th.**
- g) **Please note these are due by August 1st. After that date they are considered late and subject to late fees.**

Any changes in format (i.e. sessions, events) from the information submitted and approved during this bid process require pre-approval from the MA Director of Competition.

4. Review USA-S and MA policy and procedures, and websites for any revised requirements for the coming season (usually Sept 1st for short course) or for the first of the calendar year, that impacts your hosting meets. Educate your team's volunteers and Key Meet Leaders of changes. For example:
 - a) Check-In Table Volunteer- if certification requirement changes (i.e. for Coaches and Officials)
 - b) Volunteer Coordinator- if volunteer job requirements change (i.e. clearances needed).
 - c) AO or Entry Coordinator- if member registration policy changes (i.e. Flex, Adult Athletes)
5. Review your team's Emergency Action Plan (for each facility you host meets) document. Revise as needed for coming season. Provide updated copy to MA DoC. Review with your team annually.

C. MA Championship Series

1. **Bid Application Packets** are distributed by MA Director of Competition and MA Tech Planning. Teams bid to host championship meets on behalf of Middle Atlantic
 - a) Short course champs (held in March) bid packets are typically distributed in late spring.
 - b) Long course champs (held in July) bid packets are typically distributed in late fall.
 - c) Included are dates of each championship meet, number of hosts/locations as determined by MA board, and Championship Application Form (differs from club hosted meet form).
2. Packets due back typically in a month's time (quicker turnaround than club hosted meet bids).
3. Bid winners are announced. **Sanctions approved/provided** for each championship meet.
 - a) Sanction forms and fees shown above for club hosted meets do not apply for Champs series meets.
4. **Meet Announcement** and **Meet Management software file** are provided by MA. Host teams make appropriate changes from the prior year's meet data to update as determined by MA board for coming year (i.e. qualifying standards, event changes, etc...).
5. Submit final Meet Announcement and **Event Entry File** to DoC by stated deadline. Webmaster will post on MA Meet Tab.

D. Entries

1. "**Entry Open Date**" is determined by each team for each meet. You must abide by the date published in your Meet Announcement. Based on your decision, you may begin processing entries weeks, if not months, in advance of the actual meet date.
 - a) Entry processing is performed simultaneously with the duties described in the Timeline sections of this manual.
2. "**Entry Close Date**" for club hosted meets may change from the published date in the Meet Announcement. For some meets, the MD may stop accepting new entries much earlier than the published for various reasons. Examples include: reached 4 Hour maximum length per session, reached maximum number of swimmers permitted on pool deck, etc...
3. Process Entries in the order they are received based on date/time of entry email. Do not make exceptions.
 - a) The USA-S Online Meet Entry (OME) process (see usaswimming.org), typically used for most MA Championship meets, may be used for entry to Club hosted meets, as determined by the host Club.
4. **Process Entries** within 24hrs of date sent.
Meet Director, AO, or assign Entry Designee, are responsible for receiving entries and entering swimmers into the meet in accordance with *USA-S Rules and Regulations, the MA Policy & Procedure Manual*, and the Meet Announcement. Knowingly entering swimmers in ways not prescribed in the sanction request or altering the meet format may result in revocation of the meet sanction. Care should be taken during the entry process. A systematic approach and crosschecking by another person will catch most of the common mistakes.

- a) Entries from all swimmers on a team must be submitted from the Team Coach/Spokesperson, not from individual parents/swimmers. Entries from Unattached swimmers or a swimmer entering without the rest of his/her team can be submitted by the swimmer/parent.
 - b) The Team Name and Meet Name is typed in the **email header** as described in Meet Announcement Template. Content of email includes sender contact information, number of IE and RE (if no Entry Report PDF sent) for you to verify. Event Entry File and Entry Report PDF are provided as attachments.
 - c) MA **Manual Entry** forms are hyper-linked to the Meet Announcement. Per MA rules, an entry submitted manually is subject to a \$15 per athlete fee, which is in addition to the listed event fees and swimmer surcharges (when applicable). Teams submitting manual entries for more than 5 swimmers will be charged an additional fee of \$25 per swimmer. Encourage use of the free Hytek Lite (hyper-link provided) in lieu of Manual Entry Forms.
 - d) Keep a log/electronic file of each team's entry emails, to document order (date/time) submitted.
5. Import the Event Entry File into your Meet Manager Software for the appropriate meet.
 6. Refer to "**Session Duration**" section later in this manual. Follow the outlined procedure with each team's Event Entry File you import.
 7. **Unattached** swimmers are identified with the team code UN-TEAM or UN-# as determined by MD. Swimmers may be "UN" for several reasons: not member of a team, attending meet without team coach, within the 120 Day Transfer Rule, or asked MD for this meet to be designated as "UN" for any reason. UN swimmer's results will still match & load to their SWIMS record based on USA ID #.
 - a) UN swimmers may not be part of relays.
 - b) UN swimmers may not earn points for a team.
 8. Ensure swimmer/team from outside MA LSC are correctly designated by their **LSC Code**. LSC code is the last 2 letters after the hyphen (TEAM-XX).
 9. Run **Exception Reports**
 - a) Ensure that no swimmer exceeds number of **Maximum Entries** permitted. If the Meet Announcement has an entry limitation, notify the Coach/Entry person of their swimmers entered in more than the maximum allowed
 - b) Ensure that all entry time **qualifying standards** are met, as stated in the Meet Announcement.
 - c) Ensure that there are no miscellaneous exceptions - especially Event/Athlete Sex/Age mismatches.
 - (1) Swimmers must swim in events designated for their age group (e.g., a 12-yr old swimmer may not participate in an event designated for 13-14 ages.). The only exception is "open" event. This includes relays.
 10. **Conforming Times**- All Meet entries should be submitted using the actual time swum in the course in which the time was achieved. The Meet Host will convert all times, when necessary for seeding. Refer to MA Policy & Procedure Manual.
 11. **Reply within 24 hours** to submitting team. This is especially important when many meets are being 'closed' to further entries well before the entry deadline due to the 4 Hour Rule. This allows those teams to take quick action to enter another meet instead.
 12. **Accept Team Entries** if timeline is within 4 hours Session Rule (below).
 - a) Compile an Entry List by Team from your meet manager software to verify your import of their entry file. Attach the Entry List by Team to your reply e-mail for entering team to review.
 - i) Compare the number of swimmers/IE/RE on your Import (Entry) Report to their Entry Report (if provided) or stated in email text.
 - ii) Resolve together IF your numbers do not agree.

- b) Exception Reports are attached to your reply email, if applicable. Submitting team should make necessary corrections to their file and resubmit (i.e. non-compliant with NT or qualifying standards)
 - c) Your reply email should include other information immediately important. For example:
 - i) Provide signup link if attending teams are required to provide volunteers or officials
 - ii) If a low number of swimmers are entered, confirm if the team Coach will attend.
 - (1) If not, instruct the swimmer who to report to upon arrival at the meet, in order to be overseen by the home team coaches while at meet.
 - d) Confirm the total Fees due based on IE, RE, per swimmer surcharge (if applicable), and Manual Entry fee (if applicable). Attach Team Fee Report compiled from your MM software.
 - i) If someone other than MD/Entry Chair (i.e. team Treasurer) handles incoming payments for Event Entry fees, consider sharing information with each other via live spreadsheet (i.e. Google Docs). Meet Director enters swimmer surcharge/IE/RE/Manual Entry Fees, and updates as entry changes are received. Treasurer enters check numbers/date/amount received. Meet Director notifies teams if full payment not received.
 - (1) Note: **Outreach** swimmers pay full fees to meet host. The swimmer's team later applies to MA for reimbursement.
 - e) Clarify If/when **Updated Entries** will be accepted. Clarify what updates you will accept: only updated times, or additional events for swimmers already entered, or additional swimmers accepted.
 - f) Always "Reply All" to include all parties cc'd in the team's initial entry email.
 - g) Create a meet specific **Email Group**. Add each email address to the Group as you receive entries. This will help expedite your later communications and ensure everyone receives important info.
13. **Refuse Entries** if you have completed all the steps in the next section "Session Duration".
- a) Meet Director enlists help of MA DoC to determine if accommodations can be made to accept such teams.
 - b) Return email to explain rejection of entries as soon as possible within 24hr of receipt so team can quickly make other plans.
 - c) Delete team from Meet Manager file.
 - d) Keep a record of number of teams/swimmers excluded from meet to report on post-meet report.

E. SESSION DURATION

Four Hour Rule

Background - *USA-S Rule Book, article 205* states: "With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12years and younger to be completed in four (4) hours or less per session (prelims, finals, timed finals). Events for the same 12yr & Under swimmers shall be limited to one session per day, except for prelim/final meets where events for 12yr & U swimmers may be offered in both prelims and finals". USA-S states this rule "does not apply to 'Open' or 'Senior' events (i.e., no age specification) even if swimmers 12 years of age or younger are entered in those events."

1. **Middle Atlantic has further defined** Rule 205 (the "4-Hour Rule") to also apply to the following:
 - a) Timed Finals session which includes events designated for swimmers aged 12yr & U.
 - b) Timed Finals session which includes events designated for swimmers aged 13yr & older, and allows entry of swimmers with "BB" or "C" level times in those events
 - (i) Exception: Timed Final sessions at long-course (LC) meets which do not include events
 - (b) designated for swimmers aged 12yr & U must be completed in five (5) hours or less
 - c) Mini meet sessions (i.e. swimmers aged eight (8) years and younger)
 - d) Developmental meet sessions (swimmers twelve (12) years and younger).
 - e) Sessions at all dual meets and intra-squad meets.
 - f) Prelims/Finals sessions that include events designated for swimmers aged 12yr & U.

2. The 4-hour timeframe is determined...
 - a) for a meet day that defines more than one session with events for "12yr & U", as from the published start time of the earlier session to the conclusion of the last "12yr & U" aged event of the day for the same gender.
 - i) Also, combined sessions cannot exceed eight hours, including the time between sessions.
 - b) for a meet day with only one session defined for "12yr & U" , as from the published start time
 - i) of the session to the conclusion of the session.
 - (1) The warm-up period is not included in the determination of the total session time.
3. Meets (or sessions) exempt from the "4-Hour Rule" are:
 - a) MA Championship Meets
 - b) MA Elite Invitational Meets
 - c) Distance meets (e.g., distance Freestyle of 400m/500yd or longer and/or 400 IM events only) where swimmers will be notified in advance of the time for their swim;
 - d) Sessions consisting solely of 'Senior' or 'Open' events (i.e., the events have no age restriction.)
 - i) However, when such sessions are part of a meet where age specific events are scheduled in other sessions, the 'Senior' or 'Open' session:
 - (1) Must be limited to events 400/500 yd/m or longer
 - (2) May include Qualifying Times that are age-specific
 - (3) May limit entry in the events to swimmers whose age group recognizes such events according to USA-S Rule 102.
 - (a) Any such restrictions herein must be included in the Meet Announcement.
4. **Procedure** -In order to ensure compliance with the 4-Hour Rule, the following procedures are to be followed:
 - a) Meet Directors must **monitor entries** in order not to exceed the four-hour limit in any session. After importing each team's entries, the Meet Director should compile a timeline for each session from the meet management software:
 - i) Compile the timeline after first seeding each session
 - ii) Use no less than a 15-second time interval and a 10-second Backstroke start adjustment
 - (1) If over/under starts will not be used, then a 30-second interval is required.
 - b) On the Entry Close date, if the 4 Hour threshold is not surpassed in any session:
 - i) The Meet Director must send a copy of the session timelines to the MA office (at least 10 business days prior to the meet or two business days after entry close date (if that date is earlier).
 - ii) The timeline is subject to review by the MA Director of Competition. If necessary, Tech Planning may choose to review the timeline as well.
 - c) If before the Entry Close Date, the 4 Hours threshold is reached in any session...
 - i) ...of a Pre-Seeded meet-
 - (1) no additional entries should be accepted that will cause a session to exceed 4 hours.
 - (a) Notify MA webmaster to post those sessions as closed on MA website.
 - (2) Consult MA Director of Competition to discuss options for compliance if additional teams wish to enter.
 - ii) ...of a Deck-Seeded/Positive Check-In/ Scratch-back meet-
 - (1) the Meet Director may continue to accept entries IF:
 - (a) Historical Scratch & No Swim (NS) Data, compiled from previous years of the same meet, provides an allowable amount of time estimated to be saved by scratches.
 - (b) This allows the Meet Director to accept additional entries. After each team's accepted entries, the MD again compiles timelines for each session by:
 1. Entering the historic scratch factor for each session into the unseeded meet software, and demonstrating 4 Hour or less timeline.
 - a. Example: In Hytek Meet Mgr, you must first un-seed the meet (File, Purge, Results/Seeding). Enter the average % from your historic data (or lowest if you wish to plan for worst case scenario) into the search

data for that session report. Repeat for each session to estimate compliance with 4 Hour rule

- (2) MD must then seed the meet and compile the actual timeline
- (3) Both reports are submitted to MA DoC for review.

- d) Without the support of Historic Scratch Factor Data for each meet, a 15-minute allowance will be accepted in the pre-meet timeline (i.e., a session may not exceed 4 hours 15 minutes).

5. Options for Compliance

1. The Meet Director may consider the following format modifications in order to avoid exceeding the 4-hour session limit. All changes to the meet format must be approved by MA Director of Competition.
 2. Split the session into separate sessions for each age-group – e.g., hold separate sessions for the 9-10 and 11-12 age group events.
 3. Eliminate all relays from the session.
 - i) Accept no further entries when the 4-hour time limit is reached.
 - ii) Reduce the number of allowed events for each swimmer - e.g., from 5 to 3 events per day. This must be applied to all swimmers in the session.
 4. The Meet Announcement should include the statement that 'The Meet Director reserves the right to limit events, heats, swimmers or adjust the format in order to conform to the 4-Hour Rule.'
 5. Whatever action is taken to reduce the session duration, all teams competing in that session must be notified of the change in format. Notification by e-mail to the Team Contact provided with the meet entry is acceptable, provided a confirmation of receipt is returned. In that case, Event Fees would be refunded.

6. Penalty for non-compliance

- a) Sessions subject to the 4-Hour Rule which are appropriately planned to reasonably conclude within the specified time restriction, will not be subject to penalties.
 - b) In addition to monitoring the pre-meet timelines during the entry process, proper planning includes other actions, such as:
 - i) having adequate meet personnel trained and assigned to critical tasks
 - ii) insuring meet equipment are in proper working order
 - iii) planning and execution of prior sessions each day to assure that affected sessions will begin on time.
 - c) If no effort is demonstrated by the Meet Director to comply with the 4 Hour Rule, MA may penalize the host team.
 - d) Penalties and fines are listed later in this manual, "After the Meet" section.
7. In addition to computing a timeline less than 4 Hours, it is also not desirable to have a timeline that runs too quickly. A session should permit reasonable rest time between events for swimmers. Example: Mini meet with few teams entered.
 - i) Meet Director can consult with Referee to determine where session breaks are best positioned and length of breaks. Consider reconfiguring software to use fewer lanes. Recompile the Session Report to determine if those changes provided a more desirable timeline.

F. 60 To 10 Days Prior To The Meet:

1. Prepare a "Meet Binder" (physical or electronic). Define tabs/folders to retain files of your main topics. For example:
 - a) Meet Announcement
 - b) Meet Notes
 - c) Warm-Up Schedule
 - d) Timeline/Session Reports
 - e) Psych Sheets
 - f) Heat Sheet/Program
 - g) Swimmer RECON
 - h) Coach RECON

- i) Volunteer & Official signup list
- j) Certificate of Insurance
- k) Facility Contract
Notes of Importance to communicate to Referee/Starter/Head Timer , Scorer Table/AO/AR
- l) Entry Emails and communications. Include Teams Turned Away.
- m) Team's Emergency Action Plan for that pool location
- n) Meet Log blank paper for note taking during meet
- o) Post Meet Forms
- p) Financials: Team Fee Spreadsheet, Team Invoices, Purchase Receipts

2. Select and meet with your team's **Key Meet Leaders**.

- a) Review Meet Announcement information.
- b) Ensure each understands their responsibilities, action items, due dates, etc.
 - i) For example: ensure all purchase receipts are returned to MD, and itemized based on MA Meet Financial Report data categories.
- c) Examples of Key Meet Leader roles may include:
 - i) Referee
 - ii) ORD
 - iii) AO/MD, AR if applicable
 - iv) Volunteer Coordinator
 - v) Head Timer
 - vi) Program/ Advertising Coordinator
 - vii) Hospitality/Concession Coordinator
 - viii) Setup/Cleanup Coordinator
- d) Confirm required meet personnel (Referee, Starter, other Meet Directors, Operational Risk Director, Admin Officials, Stroke & Turn Official) have updated USA-S memberships and certifications for the dates of your meets.
- e) **Sub-committees** may be formed to further communicate to all volunteers prior to the meet. Many of the following items in this section can be assigned to Key Meet Leaders to handle for the Meet Director. Examples:
 - i) Referee oversees Officials
 - ii) ORD oversees Marshals
 - iii) AO/MD oversees Scorer Table, Check-In Table personnel
 - iv) Head Timer oversees Timers

3. Referee and/or Officials Coordinator are responsible to enlist key **officials'** positions (Referee, starter, judges, etc...) as described above. The MA Officials Chair can provide a list of all certified officials to help with recruiting officials for the meet.

- a) Create and send link to MA webmaster for signup software (i.e. Signup Genius) for Officials.
 - i) MD assists by including official's signup link in all entry email replies to attending teams.

4. Determine with Volunteer Coordinator (if your team has one) which **Volunteer Personnel** and **Meet Jobs** are needed specific to each meet. A list of suggested meet volunteer/workers is provided at the end of this manual. Quantity of volunteers needed in each role is based on your meet format and venue. Create signup software for your parent volunteers to signup according to your team's volunteer requirements.

- b) For example:
 - i) Timers needed for number of lanes and timing system method being used
 - ii) Marshals needed based on number of pools in use, number and location of exit/entrances in use at the venue to be monitored.
- c) If attending teams are required to provide volunteers (if stated in your Meet Announcement), MD should provide link to signup software to attending teams as far in advance of meet as possible (i.e. in reply to first entry email) to ensure compliance.
 - i) Consider which jobs are best held by your own team volunteers (i.e. money handling areas such as admissions, jobs requiring special training such as Coach/Official Check-In)
 - (1) Select more common jobs for attending team volunteers (i.e. timers).
 - ii) If assigning a specific number of visiting team volunteers needed, determine by fair method (i.e. small teams vs large teams).

- (1) Consider each session individually to ensure coverage. i.e. A large team may have fewer swimmers in certain sessions.
- c) MD (or Volunteer Coordinator) prints the final volunteer job signup just prior to meet start, and brings to the meet to document Check-In as per your team's policy.

5. Order Awards.

- a) Determine number of awards needed as describe in Meet Announcement based on meet format (i.e. A/BB/C based on entry times), age (i.e. each age or age range), gender (i.e. boys separate from girls, or combined) for each place.
- b) Custom design award for your team or meet, or purchase stock design. Consider awards printed without date can be used in future.
- c) If providing other prizes, determine based on category (i.e. heat prizes, High Point Awards).
- d) Track shipment for on time arrival

6. Confirm **Facility** final details. If not already done, sign Facility Lease Agreement.

- a) Verify any contract specific restrictions and requirements. For example:
 - i) Concessions must be provided by facility and not provided by your team.
 - ii) Arrange or **Medical and/or Security Personnel** if required by facility.
 - iii) Confirm if permits required for vendors, parking, tents, concessions, umbrellas, tents and tarps, etc....
 - iv) Elevator or handicap equipment keys
 - v) Entrances to use. Public restrooms unlocked
 - vi) Ice machine or training room access if needed for first aid or concession/hospitality
 - vii) Access to other areas such as cafeteria or classroom, etc.as per your contract
 - viii) Arrange with facility for setup and/or installations prior to meet (i.e. Bleacher rental assembly, wiring for remove video feed, etc.).
 - ix) Notify campus Security if arrangements are required for gated parking access/restrictions lifted for meet personnel, preferred parking spots, etc.
 - x) Ask if other events being held that you need to communicate to visiting teams (such as where to park, what entrance to use, etc....)
 - xi) Fire Marshal Inspection
- b) Verify Facility policy for thunder/lightening and blood/body fluid contamination. Discuss action plan in case of for emergency or postponements due to weather or facility issues, etc... Review a 'Total Emergency Plan'. What happens if there is a mechanical breakdown?
- c) Obtain event manager and/or housekeeping/janitorial services contact instructions/phone number to reach in case of emergency.
- d) Provide your club's current USA-S Certificate of Insurance to facility management if necessary (see Appendix 3).
- e) Arrange a facility **walk-through** along with your team's ORD and Facility Manager or custodian. For example:
 - i) Look for possible hazards at the venue- pool, spectator areas, locker rooms, rest rooms, concessions, lobby... Identify entrances, exits, pool deck access points, etc...
 - ii) Identify needs: Safety cones, carpets or tape to secure wiring in traffic areas, and who will obtain those items (part of facility contract, or team responsibility).
 - iii) Locate safety devices (i.e. backboard, hook), Automated Electronic Defibrillator AED (if available), First Aid Area, etc...
 - iv) Ensure proper Signage in venue: No Photography/Cell Phones, Locker Room designations, No Glass on Pool Deck, etc.
- f) Identify & Inspect Facility owned equipment that you will use for meet
 - i) Automatic Timing System
 - ii) Display Board
 - iii) Public Address System
 - iv) Backstroke Flags position
 - v) Lane Lines with 15-meter markers
 - vi) Starting Blocks anchoring secure

- g) Submit **Item Request List** to the Facility (if supplied by your venue):

- i) Tables & chairs (for admissions, awards, announcer, scorer table, concession/hospitality, etc...)
- ii) Extra trash cans
- iii) Fans, door stoppers, etc.... extra t.p. (don't be afraid to ask...big customer satisfaction issue)

7. Prepare **Signage** to be used at all of your meets, specific to your meet's format, specific to the facilities you host at, if applicable. Indoor and/or outdoor laminated signs can be reused each meet and season. Bundle/file together for easy access and later cleanup. Instruct volunteer personnel who post signs (i.e. ORD, Setup volunteers, ...) ,by providing a map or checklist of sign locations.

a) Examples of General Meet Signs are :

<ul style="list-style-type: none"> • Swimmers Only- entrance/exits for locker rooms. • Admissions (i.e. cost) & seating locations • Coach/Official and Volunteer Check-In (instructions, needed items....) • Concession and Vendor Areas. Hours, prices. • Public rest rooms (i.e. swimmers not permitted) • Parents must time own swimmer in Session# • No Swimmers in Spectator bleachers 	<ul style="list-style-type: none"> • Hospitality (i.e. who is welcome) • Deck Access restrictions • No glass on pool deck • Shoes required beyond this point • No cell phone/photography • Do not block bleacher aisles/stairs • No Camping chairs • No swim meet attendees in gym • First Aid location
--	--

b) Examples of Meet Specific Signs:

- i) **Team Name Seating Signs.** If you choose to do so, designate where each team should be seated based on their size and your pool deck seating layout. Provide signs to Setup Volunteer (or designee) to post on pool deck prior to swimmers' arrival.
 - (1) A Map of the team placements kept at the Scorer Table is helpful to quickly locate teams/coaches during the meet.
- ii) QR Code Sign examples, if you choose to use them, are:
 - (1) Meet Mobile provides a QR Code Sign you can print and post.
 - (2) Create your own QR Code Sign providing a link to your team's website where you may post Heat Sheets instead of printing spectator copies.

8. Prepare **Set-Up Checklist** of items specific to your swim meet's format, specific to the facilities you host at. The Checklist can be reused each season. Instruct volunteer personnel, for example, a Setup Coordinator, for the season. The Setup Coordinator can oversee the Setup volunteers for each meet, work independently during that very busy time for a MD. The same crew doing Clean-Up assures items are returned to their original place. Some of these items can be assigned to ORDs.

- a) Schedule Setup of meet venue as early as possible (i.e. Ideally before the meet begins)
- b) Confirm facility open/close times as per your contract, to access the pool for setup or need assistance of facility custodian in setup.
- c) Checklist General item examples:
 - i) Number and location of tables/chairs placed. i.e. on pool deck (for teams, officials, behind blocks, etc....) , concession/hospitality, admissions, announcer, scorer area, first aid area, Coach/Official &Volunteer Check-In areas, Awards...
 - ii) Removal of ladders, diving boards (or prop up), all unnecessary items and equipment from pool deck.
 - iii) Insert lane lines.
 - iv) Placement of safety cones, carpets, roped-off areas, caution taped areas,
 - v) Post signage throughout venue:
 - (1) laminated signs used for every meet
 - (2) meet specific signs prepared & provided by MD just prior to meet start
 - (3) Concession/Hospitality: carry supplies, cookware, cases of food and drink, etc...
 - vi) Display the MA Volunteer Poster prominently at the admission table. If you do not have one contact the Director of Competition and MA will ship one to your club.
 - vii) Team Banner
 - viii) Scorer Table - Whether it will be setup by general crew or computer/timing operators, prepare Checklist and schematic layout specific to how you run your meets:
 - (1) Table: console, computers, printers, power strips, extension cords, other electronics...
 - (2) Include where to plug in items (extension to separate circuit prevents overload)

- (3) Timing System equipment- what lanes in use, equipment needed for meet format (pads, # buttons, extension and cable in use, both ends of pool, etc...).
 - (4) Who will Charge Radio/Head Sets, Starter Unit...and when (days prior)?
9. Hospitality/Concession Coordinator- Create **Menu** and pricing if your team is providing these services. Create and publish signup for food/drink items if parents' donations are required by your team. Contact restaurants if pre-made food will be purchased. Clarify delivery or pickup, equipment needs (i.e. hot plates, coolers, etc.).
10. Identify and contact **other Service providers** needed. Discuss details, obtain contract. Arrange for setup, delivery or pickup Examples include:
- a) Apparel/merchandise vendor. i.e. Custom designs. Onsite or pre-order. Quantity and size estimates, team earn portion of sales, etc...
 - b) Live video feed. Run wires in venue prior to meet. Location for cameras, etc...
 - c) Bleacher rental. Assemble on site prior to meet, removal, measurements, etc...
11. **Test all equipment** (belonging to facility and or your team) to ensure properly operating prior to meet. Inventory and purchase needed items:
- d) Electronic Timing System- test pads, buttons, starter horn & strobe, deck plates, extension/harnesses, console, battery backup, printer, etc...
 - e) Stop Watches- Sufficient number for lanes/timers planned for meet. Replace batteries. Buttons start & stop accurately.
 - f) Radio/Walkie-Talkies- Charged. Headsets sanitized. Sufficient number for needs of meet.
 - g) Recommend in addition to Officials, provide headsets to MD, AO and ORD.
 - h) Facility Public Address System- Volume. Microphone-batteries.
 - i) Electrical - Ground fault protected electrical outlets/power strips are available for all your equipment.
 - j) Extension cords-Run to separate zones if necessary to not overload any circuits.
 - k) Computers- Network communicating. Router/Hub/Cables. Cable to Timing console. Charging Cable. Mouse, thumb drive, USB splitter.
 - l) Meet Management Software- latest production release.
 - m) Drivers- for all printers, cables, and devices are loaded to computers.
 - n) Internet Access- Reliability. Portable Wi-Fi, charging cable. Facility Wi-Fi access permission.
 - o) Printers- Cables or Wi-Fi connection. Pre-set default printers on computers.
 - p) Speed/volume capability sufficient for meet format
 - q) Count Boards for events longer than 500yds
12. Plan a **Meet Program** if you decide to offer one.
- a) Time standards such as Motivational, MA Championship Qualifying Times, Zone, Sectional, National, and Olympic Trial cuts.
 - i) Choose one or two standards that are a level or two above your meet entry times.
 - b) Order of events.
 - c) Meet records.
 - d) Sponsors-Gather and arrange advertising space.
 - e) **Heat Sheet** availability for spectators varies, if heat sheets are included in the cost of your meet program.
 - i) Pre-seeded meet heat sheets can be printed and inserted in the program just prior to meet as instructed by Meet Director..
 - ii) Deck-seeded/Positive Check-in/Scratch Back meet heat sheets example: Include a coupon in the program for those who purchase it to obtain their heat sheets when available for each session.
 - f) **Paperless** option examples:
 - i) Create a QR Code link to your team website, where you can post Heat Sheets as soon as they are available for each session. Post the QR Link on Signs throughout the venue.

- ii) Or print a few master copies of Heat Sheets, post throughout venue for spectators to photograph on their smart phones.
- iii) Active Network website provides printable QR Code signs for their Meet Mobile app. Customize with your meet name to the sign and post throughout your venue.

In lieu of mass printing, the Meet Director can print and provide a few copies of these documents to the Setup volunteers (or your designee) as soon as they are available prior to the meet, to be posted throughout venue. For example, post time standards in the area you designate to post paper copies of results.

13. Inventory & order **Wrist Band** supply for Coach/Official/non-athlete USA Member Check-In process. Prepare non-USA-member **Volunteer Identifiers** (example: lanyards or name stickers) as dictated by your team's policy.

14. **Supply List:** Inventory and Re-order as needed. Supplies can be stored in portable file drawers. Example supply list is below:

Clerical	Officials	Op Risk	Conc/Hosp.
Clip Boards Paper, Ink/Toner Tape (Facility Approved): Scotch, Duct, Masking, Painters Pre-Sharpended Pencils Pencil Sharpener Stapler & Staples Ink Pens, Highlighters, Sharpies Rubber Bands, Paper Clips Scissors, Paper Cutter, Sheet Protectors Tool Kit, grease, Q-tips, cable ties Spare Reading Glasses Extension Cord, Surge Strip Hand Sanitizer/Wipes, Tissues File Box, Letter Organizer Award Labels & Bags Fan, Splash shield for electronics Batteries	Radio Headsets Stop Watches DQ Slips Form Blanks: Lap Count, Relay Take-off, Declare sheets, Penalty slip, USA & MA Rule Book Lap Counter Boards National Anthem recording Count Boards	First Aid Kit Instant ice packs Caution 'Tape' Safety Vests Wrist Bands Lanyards/Name Tags Blank Rpt of Occur.	paper/plastic product serving utensils crock pot microwave coolers

G .On 10th Full Business Prior to First Day of Meet -or- 2 Business Days past Entry Close Date (if earlier than 10 days prior to meet start).

1. Compile and submit a final **Timeline (Session Report)**, if not already done so (See Session Duration section of this manual). Provide a copy to:
 - a) MA Director of Competition for review of compliance with 4 hour Rule.
 - b) **Key Meet Leaders**. Notify them if changes need to be made. For example, notify:
 - i) Volunteers if shift times require adjustment due to timeline change
 - ii) Concession and Hospitality Coordinators to provide the final number of teams, coaches, swimmers, officials attending each session. This will allow for food and beverage quantity adjustments, and likely break times for serving (or delivery) of meals.
 - iii) Referee, Starter, Admin Ref, AO and Head Timer, ORD of lanes that will be in use (if vary by swimmer age), timing method (pads, buttons, watches, how many of each, vary if 25yd race vs 50yd races), continuous warm-up/cool-down lane in use, sessions at risk of 4 hour rule after scratches, etc...
 - iv) Apparel vendor of final number swimmers attending, break times, etc...
2. **Swimmer Registration Verification (a.k.a. RECON)**–
 The Meet Director (MD) must verify that all participants are current athlete members of USA-S for the date of the meet. They must comply with all applicable membership requirements. MD must ensure

that the demographics provided by Entry File, and imported into meet management software must match SWIMS database as per USA-S *Rule Book 302*.

- a) MD emails a full **Meet Manager Back-Up** file to the **MA Registration Chair (RC)**.
- b) The RC emails the MD the **Swimmer RECON Report**, consisting of a list of athlete discrepancies (meet file compared to SWIMS database). The list will include items from first column below.
- c) Meet Director immediately sends an individual **email to each Coach/Entry Person** (or parent if unattached) listing discrepancies specific for *only* that team/swimmer. Include instructions as provided in Registration Chair's email listing Coach's corrective action required (see column 2 below), deadline date, and penalties imposed by MA to teams for entry non-compliance (refer to *MA Policy & Procedure Manual*).
- d) After the deadline, the RC will notify the MD of the **resolution** of each discrepancy. The Meet Director is responsible for making corrections to the meet database and notifying Coach.
 - i) Non-compliant swimmer's results will not be uploaded to SWIMS.

Discrepancy	Coach Action Required:	RC provides final list 2-3 days before start of meet. MD reviews.	
		If Action completed, MD:	If Action not completed, MD updates meet file. MD Notify Coach to update team file.
Not USA-S Athlete or Only Non-Athlete member	Submit USA-S Athlete Registration & Fee to RC	Keep in meet.	Delete from meet file.
Incorrect Team	Submit MA Transfer Form & Fee to RC	Keep team as entered.	Change to "UN-TEAM" (TEAM as entered). Remove from Relay.
Coach states registration incorrect, Entry file correct	Submit MA Change Registration to RC to correct demographics.	Keep as entered.	Correct meet & entry file as instructed by RC.
Incorrect name, middle initial, date of birth	n/a	Correct meet & entry file as instructed by RC.	
*Adult Athlete missing APT Grace period 18yr+30days	Informs athlete. Athlete completes training.	Keep in meet.	Delete from meet file.
USA Flex Members	Submit MA Change Registration to RC-Upgrade to full USA member	Keep in meet.	Delete from meet.
UN-120 Day Rule (Transfer processed previously)	n/a	Change athlete to "UN-TEAM"	

- e) *NOTE: APT flagged on RECON Report is based only on the date of 1st day of the meet. Meet Director may proactively compile list of 17yr & 18yr olds from meet manager software. If a swimmer will surpass the 18yr + 30days on latter days of the meet, notify coach to notify athlete to complete APT in order to compete.

3. **Entry Payment Date** (or Entry Close Date due to "Oversubscription" if earlier than stated date): Email each team a copy of their Entry Fee Invoice as of the Date stated in your Meet Announcement (or earlier if closed due to 4 Hour Rule), if they will not make any more additions, or if you have not required payment previously (i.e. in order to accept more entries). Generate a team invoice from the meet management software to detail number of IE/RE/Surcharges. Add Manual Entry Fees if your software does not include that fee.

- a) Entry Fee total as of the day that you close entries should be, at a minimum, the payment submitted from each team, regardless if they request to reduce entries afterward. MDs base meet capacity decisions on the IEs submitted and could have possibly denied entry of other team due to 4 Hour Rule.

H. During the Ten Days Prior to the Meet:

1. **COACH RECON-** MA Registration Chair emails each Meet Director an MA Coach RECON report prior to each meet. Meet Director must review the alphabetical list of teams, locating those entered in your meet.

- a) Coach's expired certifications (as of the date of the report) will be flagged.
- b) In addition, look for dates that expire *before* the last date of your meet.
- c) Contact the clubs/coaches involved and forward the recon information for that team only.
Notify the club/coach to:
 - i) Update the indicated certifications prior to attending the meet.
 - ii) Ask if other team coaches planning to attend are not listed under the team name (i.e. Unattached) so you can preview their credentials as well. Coaches not attached to a team will appear in the alphabetical list under "U".
- d) Coaches from other LSC's outside of MA are not included in the MA Coach RECON report. Meet Directors could ask non-MA teams to provide a copy of their team's USA-S Portal Watermarked Non-Athlete Roster in order to pre-screen those Coaches.
- e) Registration/certification issues must be resolved by the club/coach through the MA Office before the meet.
- f) Regardless of this pre-screening process, all Coaches, upon arrival at meet, must present at the Coach/Official Check-In Table to show **Photo ID** and **Acceptable Proof of Current Membership and Certification**. See Appendix 4.
- g) Any Coach missing or having any expired credential is not permitted on pool deck of any sanctioned meet.

MD provides these documents to Deck Access Check-In Table at the start of the meet with updates and pending items to be aware of.

2. Meet Directors should determine and communicate (stated in your Meet Announcement and/or Meet Notes) your policy for permitting pool deck access to:

- a) **"Helper"**
 - i) Example: Only one Coach is attending your Mini Meet for a particular team. That Coach asks to bring an older swimmer on-deck to help him/her with the young swimmers.
(1) MD may decline request if host team is providing staging volunteers.
 - i) Note: USA-S's Risk Management Services, Inc. advises that a Helper should consider becoming a USA-member if acting in that role more than once.
- b) **"Personal Assistant"**. "USA-S Insurance Coverage Frequently Asked Questions Policy" allows for Personal Assistants to accompany **swimmers with a disability**. It states they "do not need to be members of USA-S to be on deck, but they should be on deck only when their services are actually needed by the swimmer, and with permission from the Meet Director or Referee."

MDs should ensure Coaches are aware these individuals are under the direct supervision of that team's Coach, and they must have MAAPP Acknowledgement on file with their team or provide as they pass through the Deck Access Check-In Table.

As Meet Director, you may have additional requirements to communicate. For Example:

- i) Coach must contact MD *prior* to meet.
- ii) Individual must provide Deck Pass or Photo ID
- iii) What identifier you will provide them to wear (i.e. Volunteer lanyard, or another unique identifier)

MD notifies Deck Access Check-In Table Personnel if any of the above will be attending the meet.

3. **After Close Date**, it is each MDs decision whether or not to accept **Entry** and/or **swimmer Changes**. State your criteria in your reply email to coach's entries, so they are aware. A MDs actions vary depending on if the meet is full/oversubscribed or not. For example, clarify if you will accept adding or swapping events, and in what cases (i.e. only events in which empty lanes are currently available).

Swimmer RECON must be performed by the Meet Director when accepting a swimmer into the meet that was not previously entered/included in your submission of Swimmer RECON to MA Office. MA Registration Chair will only perform Swimmer RECON once (on 10th business day before meet) for your meet. Meet Director must:

- a) Request "Acceptable Proof of Membership" as described in Appendix 4 of this manual.
- b) Screen for all possible discrepancies as listed in "Swimmer RECON", in "10th Day Prior to Meet" section of this manual.
- c) Any issues identified must be resolved in order for the swimmer to be accepted into the meet.

4. **Meet Notes-** Prepare and include important communications and last-minute reminders that attending coaches, swimmers, parents and officials should know. Examples may include:
- a) Approved changes to the Meet Announcement.
 - b) Parking restrictions or traffic expectations.
 - c) Is tape permitted to be used to hang banners in the facility.
 - d) Team seating assignments if provided. Are camping chairs permitted.
 - e) Check-In Table Reminders to gain access to the pool deck.
 - f) Your process for "Helpers" or "Personal Assistants"
 - g) Attending team volunteer requirements if applicable, and assignments.
 - h) Swimmer or spectator with special needs attending so we can prepare accommodations.
 - i) Deadline times for Deck-seeded/Positive Check-In/Scratch-Back.
 - i) Are Penalties (such as those of Champs meets) applicable.
 - j) Contingency plan if weather/facility issue. How you will notify attendees.
 - k) Time Trial procedure if sanctioned.

Print several copies and give to Setup Volunteer to post on pool deck, in lobby, Announcer Copy, Scorer Table Copy, Referee Copy, ORD Copy as examples.

5. **Warm-Up Assignments-**The Meet Director designs Warm-Up Assignments that best suit the meet and facility.
- a) Control and Supervision are the key for safe warm-ups.
 - i) Marshals actively supervise the warm-ups to insure that proper procedures are followed.
 - ii) Announcer is in place to announce times for group changes, start/sprint lanes, etc...
 - iii) Each team Coach shall provide adequate supervision of its swimmers during warm-ups and competition.
 - b) Create a schedule for each session of the meet. Suggestions include:
 - i) Divide teams into separate Warm-Up Groups, and separate lanes per team if necessary, to safely accommodate the number of teams/swimmers attending.
 - ii) Attempt to fairly rotate teams so each has an opportunity in both inside and outside lanes throughout the meet.
 - iii) Attempt to assign first morning warm-up group to teams who travel shorter distance, or rotate evenly among all teams.
 - iv) For MA "developmental" meets, assign 8yr&U swimmers to their OWN lane. 8yr&U swimmers must not be assigned the same lane as either 9-10yr or 11-12yr old swimmers. This includes when the pool is open for warm-up/cool-down during mid-session breaks as well.
 - c) Clarify important details in writing on the Assignment:
 - i) Define function and use of all lanes in warm-up areas, including separate pools or lanes used for continuous warm-up, and for all times during the meet (i.e. session breaks if applicable).
 - ii) Enter warm-ups from the 'Block end of the pool. Feet First Entry Only".
 - iii) Diving during warm-ups is allowed only at defined times in defined lanes (i.e. starts and sprints).
 - (1) For facilities with a separate pool used for continuous warm-up/cool-down during the meet, there is to be NO DIVING in that pool.
 - iv) During 25's with starts, backstroke swimmers must be allowed to complete their start and clear the area before the next swimmer steps onto the block.
 - d) Warm-ups should end no earlier than 10 minutes prior to the scheduled starting time of the session.
 - e) Example Warm-Up Assignments are in Appendix 1.

Print several copies and provide to Setup Coordinator (if you have one) or Volunteers to post throughout pool deck (i.e. at least 2 per wall, with more behind blocks or in Ready Area). Consider posting a copy in lobby and Coach Lounge. Provide a copy to Announcer, ORD, Scorer Table, Referee/Starter.

6. **Distribute:** Email **Meet Notes** and **Warm-Up Assignments** to attending teams 5 to 7 days before the 1st day of the meet.
- a) Send to the Meet Group Email you prepared as you accepted entries, including each team coach, UN swimmer's parent, and 'cc'd" email addresses on Entry Emails.

- i) State in your email that it should be shared with their team (coaches, officials, swimmers, parents).
- b) Send to MA Webmaster to link to the Meet Notes of your meet's listing on MA Meet Schedule Tab. The more information the better, for example pre-meet psych sheets are encouraged to be published.
- c) Alternately, if you link your Meet Notes, Warm-Up Assignments, Psych Sheets, Timelines, volunteer links etc. to a tab on your team's website, provide that location link to the MA Webmaster instead. This allows Meet Directors to easily update their meet information as needed in the days prior to the meet.

7. **Finalize** with your **Key Meet Leaders** any last-minute details or changes. Examples:

- a) Review with your Volunteer Coordinator the remaining **open Jobs** on the meet signup.
 - i) Timers for example, are vitally important to the swimmers' interests, so now is the time to actively recruit volunteers, individually if necessary, to ensure all jobs are filled.
 - ii) Determine which Jobs can be combined/assigned to one volunteer instead of two (i.e. runner does awards?)
- b) Setup **Credit Card Reader** or obtain **Cash Boxes**. Ensure you have proper change needed in bills \$1, \$5, coins) for Concessions, Admissions, Scorer Table, etc.
 - i) Obtain gift cards or other compensation you may provide as volunteer incentives, custodian tips, etc.... i.e. food voucher to redeem at concession stand.
- c) Clarify with Admissions when to allow next session's spectators to enter. Will spectator bleachers be cleared between sessions to pay re-admission fee.
- d) Assign someone who can see outdoor lightening/thunder to notify Referee if not visible from pool deck.
- e) **Provide Deck Access Check-In Table** the Coach Recon Report. Explain any issues not resolved prior to meet...i.e. flagged coach attending meet

8. Print final **contents of Meet Program** if applicable. Provide to personnel assembling program.

- a) Suggested inclusions are:
 - i) List of all participating teams
 - ii) Final heat sheet (if meet is pre-seeded) including the name, club (or UN) and entry times. Two or 3 column, double-sided recommended.
 - (1) It is recommended to not include 'heat start times' on heat sheets
 - (2) Except for Championship Meets (if pre-seeded), do not include an estimated timeline in the program.

9. Prepare an **Announcer Script** specific to the meet. For example:

- a) Include reminders of proper meet etiquette and procedures (i.e. quiet at the starts, concession location, clean areas before leaving....), as well as announcements unique to each meet (i.e. community service project, finals scratch deadline times, etc.). Determine if your team will announce swimmers' names for each heat, deadline time for Time Trial Entries, etc...
- b) Encourage spectators, swimmers, coaches and officials to complete an online **MA Meet Evaluation** for the meet found in your meet info listed on the MA Website under Meet Info/Results Tab.
- c) An example Announcer Script is included in Appendix 2.
- d) If meet is pre-seeded, the MD will print/provide copies of the following to the Announcer just prior to meet start. If meet is Deck-Seeded/Positive Check-In/Scratch-Back, the latter two reports are not available until the start of each session.
 - i) Team name and abbreviation List
 - ii) Final seeded Heat Sheet
 - iii) Final Session Report/Timeline listing Session Breaks if applicable.

10. Notify Home Team Coaches of **swimmers attending without their coach**, and what sessions they attend. Swimmer and parent are instructed by MD when submitting entries who to contact upon arrival at meet. MD (or pre-determined designee) will greet the swimmer upon arrival, get

contact info from parent, and introduce the swimmer to the Home Team Coaches to oversee them while at the meet. If mutually agreed upon, another team's coach can assume that responsibility.

MD provides a final list to the Home Team Coaches and the designated contact person, just prior to the start of the meet.

11. Prepare for **Awards** volunteer the following suggested items:
 - a) Awards and Sample/Key if necessary (i.e. if places not printed on award).
 - b) Team Bag Labels/Tags.
 - c) List of team names and abbreviations. Include number of swimmers to size bag needed.
 - d) List teams whose awards can be bagged together (i.e. UN-TEAM and TEAM).
 - e) List of teams leaving early to prepare awards by their last session (Notify AO as well, or Award volunteer should remind AO to print those labels when applicable).MD provides a final copy of these reports to the Awards volunteer just prior to the start of the meet.

12. Print **Scratch Cover Sheets** for each session that is Deck Seeded/Positive Check-In/Scratch Back for the entire meet. Consider preparing a template to reuse and quickly customize for each of your meets.
 - a) Cover Sheets are attached to each team's Entry List for each session. Entry Lists are not printed until just before each session in case changes are made throughout the meet.
 - b) Cover Sheets provide coach/swimmer instructions on how you wish them to be completed. Include the deadline time for completion, and location to return.
 - i) Sample Instructions to include on a Cover Sheet:
 - No Change: Initial by Swimmer Name.
 - To Scratch Swimmer For Entire Session: Circle Name
 - To Scratch Event: Circle Event NumberThis example uses a circle instead of a strikethrough, allowing the computer operator to easily read name or event number to change.
 - c) Cover Sheets printed on brightly colored paper make them easy to locate across the pool deck if not returned by the stated deadline.

13. Pre-print **Scratch (Entry) Sheets** (and Relay Cards if applicable), and attach to Scratch Sheet Covers for the **first session** or two of your meet to get you started. Refer to "At the Meet" section of this manual for instructions.

14. Print Final **Team Invoices** for teams who haven't paid yet or who added swimmers and/or events since the entry close date or since you last emailed them their invoice. MD may give to coaches as they arrive or attach to their Scratch Sheets.

J. At The Meet

1. Have on hand, or have electronic access to:
 - a) MD Meet Binder & it's contents
 - b) *USA-S Rules and Regulations*
 - c) *MA Policy & Procedure Manual, this MA MD Handbook*
 - d) *Emergency Action Plan*
 - e) Report of Occurrence (Accident) Blank Forms – An electronic version of the Report of Occurrence should be filed online at the completion of the meet.
 - f) Athlete Registration Form Blanks for the current USA-S membership year (available under (1) Registration tab on the MA website) if accepting at meet as per the Meet Announcement.
 - g) Deck Entry Sheet (or method used such as DE Card) Blanks if accepting at meet.
 - h) MA Time Trials Entry Form (located on MA Official's tab, Forms, if applicable to your meet)
 - i) Other AO and Officials Forms just in case you are unable to access online to print at meet.

2. **Volunteer stations:** Meet Director ensures critical volunteers are in position in order to begin Warm-Up:
 - a) Check-In Table Personnel in place to perform check-in for volunteers, then Coaches/Officials as they arrive.
 - b) Op. Risk Director ensures (Safety) Marshals are in place at all entries to the deck, Locker Rooms, around the pool prior to Warm-ups, and at any continuous warm-up facilities.
 - c) Lifeguards are in position
 - d) Announcer present to announce the beginning of Warm-Up. Warm-Ups are monitored jointly by the Meet Director and the Referee.

3. **Deck Access Check-In Table:** Only currently credentialed Coaches, Officials, USA-S registered Athletes, and essential meet personnel (i.e. volunteers) will be permitted on deck. The Meet Director or the Operational Risk Director typically oversee this area to ensure Check-In Volunteer Personnel are trained and knowledgeable in USA-S requirements.
 - a) **Team Parent Volunteers/Workers Check-In:**
 - i) Each host team determines how they will staff essential meet jobs. A job signup is typically provided weeks before the meet, for parents to volunteer (either home team parents, and/or attending teams) to cover all meet jobs needed.
 - ii) Volunteers should check-in upon arrival at the meet to receive a lanyard (or other identifier a team may opt to use, which must be different from what is provided to Coaches and Officials) to permit deck access.
 - iii) Check-In Personnel are provided the most recent Job Signup List by MD (or Vol.Coordinator if you have one) and used to record arrival of each volunteer. This checklist can also be provided to your team leadership after the meet if your team has parent volunteer requirements.
 - iv) A separate Check-In location for volunteers is recommended so not to slow Coach/Official Check-In.

 - b) **Coach & Official Check-In Table-** All MA meets must enforce the MA Swimming Banding Policy: The Meet Announcement states: "A **(non-removable) identification band** must be provided to and worn by each non-athlete member of USA-S, including coaches and officials, that is on-deck at a sanctioned meet; such identification band shall be issued following a review of that individual's membership/certification credentials and personal photo ID. The credentials/photo ID must be re-checked if a replacement ID is issued."
 - i) All individuals working in a coaching and official's capacity at a sanctioned meet must be "non-athlete" members of USA-S and credentialed in the capacity they are serving.
 - ii) All MUST Check-In upon arrival each day of a meet, to be permitted deck access. They must show:
 1. **Acceptable Form of Proof** of current membership and certification dates.
 - a. Refer to Appendix 4
 - i. Check-In Personnel should be familiar with these required certifications for both Coaches and Officials, as they differ.
 2. **Photo ID.**
 - iii) Once screening is accepted, a **wristband** is placed tightly enough so not to be removed..
 - iii) A new identification band shall be issued for each day of such meet, and the credentials/photo ID must be re-checked if a replacement ID is issued.
 - iv) The Referee may further check Official's certification levels(i.e. Stroke & Turn, Starter...) to provide assignments.
 - v) Coaches or Officials whose screening is found not acceptable are not permitted on the pool deck. The Meet Director may have to assign a team's swimmers to another Coach if a properly credentialed Coach for a team is not present.
 - vi) The Meet Director is not permitted to accept non-athlete USA-S membership registrations at a meet. Only an LSC Registration Chair can process USA-S non-athlete (coach, official, etc.) applications for registration and/or certification.

4. Minor Athlete Abuse Prevention Policy: All MA meets are conducted in compliance with USA Safe Sport and MAAPP Policy as stated in MA Meet Announcements. Annual written acknowledgement of Middle Atlantic Swimming, Inc.

MAAPP is the responsibility of each team to document annually for their own membership (swimmers, parents/guardians, adult athletes, coaches, officials). MA is responsible to document annually for Unattached members. Each MA meet host team may decide if they will additionally require signature of MAAPP acknowledgement for Coaches, Officials, Volunteers, Adult Athletes for pool deck access at their hosted meets. Refer to MA and USA-S website for MAAPP procedure and MA sample documents that can be used at your meets if you choose to do so.

- a) Meet Hosts **are** responsible to provide MAAPP Policy for review and to obtain signed acknowledgement for anyone who has not done so previously. An example is "Applicable Adult" volunteers who are not immediate family members of a swimmer, nor a USA-S member themselves.

5. Pre-Seeded Meets/Sessions: Meet Announcements as decided by Meet Director/Team hosts, will detail if a meet is "Pre-Seeded" or "Deck Seeded/Positive Check-In/Scratch-back". Pre-seeded meet entries are seeded by Meet Director prior to the meet. Changes are not taken at the meet. Heat Sheets and Timer Sheets can be pre-printed and programs distributed/sold upon admission.

6. Deck Seeded/Positive Check-In/Scratch-Back Sessions- Swimmer Check-In:

- a) Application and enforcement of Deck Seeded/Positive Check-In/Scratch-Back sessions at the meet is generally the responsibility of the Referee, which can be overseen by the Meet Director or AO during the meet.
- b) The purpose of this process is to identify which swimmers will be competing in an event. The entries are seeded after check-in to help to eliminate most or all empty lanes in a session with the minimum number of heats.
- c) **Print Scratch Sheets-**
 - (1) Prior to the arrival of coaches/swimmers for each session, MD prints an Entry List (or Scratch Sheet, or report format of your preference as provided by your meet software).
 - (2) Start a new page for each team, and include each swimmer and their events for that session. Relays may be included on the Entry List, or Relay Cards may be printed separately if you choose to use them (i.e. Champs meets).
- d) **Attach Cover Sheets** to each team's Scratch Sheets
- e) Distribute to Coaches.
- f) If scratch sheets will be kept in one location instead of distributing to coaches (i.e. Positive Check-In event), it is recommended the location is easily accessible to swimmers/coaches, but also avoids crowding and/or interference with the meet or flow of traffic.
 - i) Signs and/or whiteboards in the immediate area can be used to provide instructions and deadline time for completion instead of Cover Sheets.
- g) Print a Session Report *with Teams* to use as a checklist as teams return their Scratch Sheets. Names of teams not returned can be quickly announced.
- h) As Scratch Sheets (and Relay Cards is applicable) are returned, the AO, MD, and/or Computer Operator enter changes into the meet management software. Use of multiple computers, networked together on one database, is useful to help avoid delay of the session start.
- i) Re-run Exception Reports and resolve any issues.
- j) Double check your work and then **seed** the session. Preview the Heat Sheet.
- k) Compile a **Session/Timeline Report**. If longer than 4 hour duration, work with Referee reviewing the report and making adjustments if necessary, until shortened within 4hr timeline.
 - i) For example, if Ref/Starter plan to combine two heats of the same event, adjust each swimmer from both heats into different lanes in the meet software.

7. Once all is approved, Create/print session **heat sheets** and **timer sheets**. Heat sheets should be distributed first to key meet personnel (Coaches, Officials, Scorer Table, Announcer....). Lastly print/distribute spectator copies if you have planned to do so, and/or publish electronically.
 - (1) Ensure swimmers in the first couple of heats are given enough time to find the proper heat and lane.

8.. If a **Change** in the Heat Sheet is required anytime in a session after the initial publication of heat sheets, re-print the changed event's updated heat sheet on colored paper clearly labeled as "RESEED". Deliver immediately to Referee, Starter, impacted coaches/athletes, Timing & Computer Operator, AO and lane timers (update Timer Sheet) first. Distribute and post for others and spectators next, so not to cause a delay in the running of the meet.

9. Missed Entries (due to Meet Director Error):

- a) Middle Atlantic policy provides that any swimmer entered in a deck-seeded/scratch-back event may still swim the event – even if they have not checked-in for the event – by placing them in the slower heat(s). Extra heats must be created, unless restricted by the timeline.
 - i) **Prior to published entry deadline** - Any entry which was submitted properly prior to the meet entry deadline and inadvertently overlooked by the Meet Director, must be considered to be an official entry to the meet. The Meet Director should take whatever action is necessary and approved by the Referee, to include those swimmers in the proper events at the meet, and should re-seed any events when appropriate. Alternatively, the swimmer may be offered the chance to swim in any "open" lane, including an open lane in the first heat.
 - ii) **After the published entry deadline** - Entries which are received after the meet entry deadline should be accepted only when unusual or extenuating circumstances exist. When accepted, such entries are official and swimmers are eligible for all awards. The swimmers may be assigned to swim in an "open" lane if the events have already been seeded.
- b) MD must perform swimmer RECON if the swimmer was not previously entered in the meet and not included in the meet recon sent to MA Registration Chair. See Appendix 4.

10. **Relays:** Each leg of a relay must have the competing swimmer's name associated with it in order for the national times database (SWIMS) to capture the lead-off split and the final relay time. Without all 4 names, the relay will not load at all. Meet management software will not allow a swimmer who is not currently part of the team to be entered as one of the swimmers in a relay. It is the Meet Director's responsibility to check the relays for compliance (names) and make any necessary corrections before in the results for uploading to SWIMS. [In Meet Manger – Reports – Results – Select relays and create report, which must have all 4 swimmers' names in order to be valid.]

11. **Deck Entries (DE) and/or Time (TT)** are accepted or not accepted as published in Meet Announcement. If accepted:

- a) Provide a DE or TT Blank Entry Form (or method of your choice, .i.e. card) to the coach/swimmer to complete.
- b) DEs & TTs are accepted at the discretion of the Meet Director. Although a Meet Announcement may state Deck Entries are accepted and Time Trials are being conducted, the MD has the right to refuse DEs & TTs as in the case of a full/closed meet, or risk violation of 4 Hour Rule. This may vary from session to session. For example:
 - i) Determine if DEs will be placed only in existing empty lanes if meet is already seeded, or swimmer entered in event and then meet seeded.
 - ii) Determine if DEs will be accepted that require the addition of more heats.
 - iii) In a Deck Seeded/Scratch Back/Positive Check-In meet, the decision to accept DEs and TTs possibly may not be made until after Scratch Sheets are processed and the timeline reviewed. If a previously full session, after scratches are completed, now has time to spare, determine a fair method of accepting DE requests, such as in order listed on DE sheet, or only those events with open lanes, etc....
 - iv) Determine if swimmers not previously entered in the meet will be permitted to enter DE and/or TT if meet was previously announced as full/closed due to 4 Hour Rule.
- c) For all swimmers not previously entered in the meet who are accepted as DEs and TTs, the MD or AO must always perform Swimmer RECON prior to accepting the swimmer into the meet. Refer to Appendix 4.
- d) Determine with the Referee/Starter what Time Trial Events can be combined in the same heat, make necessary changes in the Meet Manager software, print heat sheets, etc...to proceed.

12. **USA-S Athlete Registration at Meet**, is indicated as accepted or not accepted in your Meet Announcement. If accepted, swimmers may register at a meet by submitting the current year's USA-S

Athlete Membership Form and fees to the Meet Director. These documents and monies should be sent immediately to the Registration Chair on the next business day. The Annual Registration Fee for that season is doubled for registrations taken at the meet for a swimmer registering with a club. The double fee is not applied to swimmers registering as Unattached or with another LSC. Have printed USA-S Athlete Membership forms on hand. Be aware of the cost of current season's registration fees for all membership levels (full, flex, etc...) Meet Director must ensure swimmer meets membership requirements prior to permitting to compete (i.e. 18yr and older must complete APT prior to competing).

13. MD and/or Referee may conduct a **Coaches' Meeting** at a team hosted meet if necessary, to relay new information that was not included in the Meet Announcement or in the Meet Notes provided the week prior to the meet. Do not schedule during warm-ups in case a team has only one coach who must be on deck at that time.
14. Confer with Referee and consult MA Policy and Procedure Manual to ensure changes made at meet (scratches, deck entries, declarations, seeding...) are compliant. Discuss any last-minute items. Be prepared to assist the Referee. The Referee is in complete charge of the competition. ORD, MD, and Referee should communicate throughout the meet. Answers to FAQs often posed at a meet include:
 - a) Time Trial events CANNOT be added at a meet. Time Trials must be submitted through the Sanction Process.
 - b) **Additional events** cannot be added at the Meet. Only events listed in the Meet Announcement can be conducted. Additional 'heats' of a completed event cannot be added/held later in the same or a subsequent session.
 - c) A **swim-off** is only appropriate to add in a Prelims session of P/F meet when it is needed (or potentially needed) to resolve qualification for the Finals.
 - d) Times achieved in a Freestyle event can only be recorded (in SWIMS and the meet results) as a **Freestyle time**. A swimmer may swim any stroke, but the swim cannot be judged according to other stroke rules and the time may not be recorded as any other stroke style.
 - e) A swimmer that asks to have their time recorded at an **'intermediate' distance** in a longer event, must complete the event (i.e. at the longer distance) without being disqualified. Additional timers are provided to that lane to stop the watch at intermediate distance, in case the swimmer should miss the pad touch, or if auto-timing is not being performed. The intermediate result time is not entered into the meet database as a separate event. The Meet Director must submit to MA Office on next business day to enter manually into SWIMS.
15. Keep a handwritten **Meet-Log** at the Scorer Table, or share a live document (i.e. Google Docs) for notes to be made during the meet by the Key Meet Leaders and Coordinators. Record observations, occurrences, ideas, good and bad, etc... This will serve to share info from all areas of the meet with your key meet leader group. Discuss together to plan improvements for future meets.

K. After The Meet

1. Collect all meet documents and ensure they are signed/initialed or labeled as AO requires. Placed in a record retention storage box. Consider preparing a checklist of the documents to ensure none are missing.

Colorado Printout Timing Operator Heat Sheet/Tape with Operator notes and Race #s DQ slips Timer Sheets MM Calc Screen Printout w/ AO resolution	Deck Entry Sheet Referee Heat Sheet Starter Heat Sheet Other: Deck Ref with Order of Finish Records Announcer Heat Sheet Relay Cards
--	---

documentation Reprinted MM Calc Screen if AO 'adjusts yes/no'. Final Result Printout for each event # Timeline- completed by Ref/Starter Blue paper reseeded events Reports of Occurrence	Count Sheets MM Operator Heat Sheet AO Heat Sheet Scratch Sheets Print out (on paper) of Award Labels Any other documentation related to meet i.e. handwritten notes, etc.
--	--

- a) Consider preparing a signature and initial page for all Scorer Table Personnel, for each season (or meet if necessary). Copy and place with stored documents for each meet. If documents are referenced in the future, the appropriate person (i.e. AO, CO, TO, MD, etc...) can be contacted.
- b) Include your pre-meet documents from your Meet Binder in the storage box.
- c) The following Post Meet MA Reports may be stored in box after they are completed and submitted to MA. You may want to retain copies of these reports longer for your team to reference in years to come.
- d) **Document Retention:** Save document box for one year. Records should be readily accessible for review by MA if requested.
- e) Referee typically retains the Official's Deck Assignment Forms to enter in OTS (Officials Tracking System) on USA-S website after the meet.

2. Required Post Meet Reports, Duties, etc.

- a) **Meet Results**
 - i) Email a copy of the exported Meet Results file to attending teams immediately at the conclusion of the meet to review and notify you of any errors immediately.
 - ii) E-mail a full Meet Backup to the MA Office within 24 hours of the conclusion of the meet.
 - iii) Email Coach requested Split Results to Office@maswim.org.
 - (1) From Hytek Meet Manager, print "Event Summary Results by Swimmer" for the event. Highlight the pad split time for the intermediate distance requested or submit result as determined by AO at meet (i.e. average of watches).
 - (2) A split time cannot be refused due to lack of backup intermediate watch times.
 - iv) MA Office submits the results to the USA-S SWIMS database and forwards the results to the MA webmaster for posting on the MA website
- b) **Report of Occurrence**
 - i) Confirm the Operation Risk Director, immediately at the end of the session when an incident occurs, completes and submits an electronic ROO form to USA-S/Risk Management Services. A link is located on MA website, ORD Tab.
 - ii) The report automatically is forwarded to USA-S Risk Management and MA Operational Risk Chair. An auto-reply confirmation email is returned to ORD.
 - iii) ORD provides copy to Meet Director for record retention.
- c) **Officials Report**
 - i) The Referee (or Officials Coordinator) inputs the Officials that worked at the meet and their assignments in the USA-S Online Tracking System (OTS) within 7 business days of the conclusion of the meet.
 - ii) These positions include Meet Referee, Deck Referee, Starter, Stroke & Turn, Admin Officials/Ref, Meet Directors and apprentices of the above.
 - (1) At this time Op Risk Directors are not considered an Official.
 - iii) Contact the Officials Chair (or officials@maswim.org) if assistance is needed.
- d) **Operational Risk Directors Report**
 - i) Confirm the Operational Risk Director scans/emails the completed report form to MA Office within 14 business days from the last day of the meet.

e) **Splash Fee Rebate Remittance**

- i) Complete the electronic Splash Fee Remittance Form, located on MA website, MD Tab.
 - (1) Submit form to Office@maswim.org along with payment within 15 business days from the last day of the meet.
 - (2) Calculate Splash Fee Rebate totals based on the number of entries after the conclusion of the meet.
- ii) Payment of Fees (see chart below):
 - (1) Unless indicated otherwise, the Splash Fee is 20% of both the Individual Entry Fee (**IE**) and Relay Entry Fee (**RE**).
 - (2) Splash Fees are calculated for all entries in the meet whether the swimmer swims the event or not (i.e. no shows and scratches), and include disqualifications.
 - (3) The host club is responsible for payment of the rebate to MA regardless of whether or not the entering team completed payment of its entry fees to the host team.
 - (4) Deck Entries (**DE**) and Time Trials (**TT**) Entry Fees are usually higher than standard IEs. Therefore, unless your meet management software has a function to calculate unique Splash Fees based on Entry Fees, you must manually calculate separately.
 - b. Example: Hytek Meet Manager software- Use your DE Record (i.e. sheet, card, etc...) to determine the final number of DEs (IE and RE) after the meet is concluded. Deduct that number from your meet software's total IEs and REs after the meet is concluded. Apply the 20% to each entry fee level and then total for remittance.
 - (5) *For Intra-Squad meets where no entry fee is charged (i.e. some Intra-Squad) as stated in the Meet Announcement, no Splash Fee is assessed.
 - (6) **For Dual and Closed Invitational meets where no entry fee is charged as stated in the Meet Announcement, the Splash Fee is \$1.00 per IE and \$2.00 per RE.
 - (7) There is no rebate due to MA relative to Facility Surcharges, unless decided otherwise by the MA Board.

SPLASH FEE Rebates- Club Hosted SC & LC Meets		
Type of "Sanctioned" Meet	Entry Fee Charged	Splash Fee Rebate
Club Hosted MA Championship Dual Intra-Squad Closed Invitational	Yes	20% of each IE, RE, DE, TT
*Intra-Squad	No	None
"Approved" Meet		.50 cents per IE
Approved meets ***	Approved	.50 cents N/A

f) **Activity Summary Report**

- i. Scan/Email completed form to MA Office within 45 business days from the last day of the meet.
- ii. Use the Referee's 'Session Report' timeline showing the actual starting and finishing times for each session to complete this form.

g) **Financial Report**

Email completed electronic form to MA office within 45 business days from the last day of the meet

3. Fines and Penalties will be imposed at the discretion of the MA Admin. Vice-Chair subject to review by the MA Board of Directors. All fines must be paid before the next sanctioned meet awarded to a Club.

Meet VIOLATION	PENALTY paid by Host Club
Late submission of meet backup for recon	Up to \$50 per day late
Allowing an un-registered swimmer to compete in a Sanctioned meet.	The first Meet this occurs \$100 Per Splash. Second Meet Violation- \$150 Per Splash Third Meet Violation- \$300 Per Splash
Late payment of "Splash" Fees	Up to \$10 per day late
Failure to submit appropriate Post Meet reports by deadline	\$10 per report
Failure to submit to DoC the pre-meet timeline at the appropriate time	Fine of \$50 will be assessed for the first violation in any season and a \$100 fine for any subsequent violation.
Submit pre-meet timeline to DoC which exceeds 4 Hours. The MA DoC may require the format be modified in order to comply with the 4-Hour rule.	Club must forfeit all meet entry fees for those heats beginning after the four hour limit was reached
Repeated and/or excessive violations of the 4-Hour Rule	May result in the possible loss / revocation of a Sanction for a subsequent meet awarded to the Club, or possible loss of the right to bid on meets in the next season – as determined by the Admin Chair
Blatant or repeated failure to follow meets rules and regulations established by USA-S and/or MA	Loss of future meets opportunities

4. Document **Historic Scratch Factors**: For meets /sessions run as Deck Seeded/Positive Check-In/Scratch Back, **record** Scratch and No Show percentages for each session.
 - a. This data is compiled from your meet management software (Hytek MM Summary Report). Collect the data for each session as well as the total meet.
 - b. Create separate spread sheet of similar meets your team hosts, to record data this data each year (i.e. Fall Harvest meet on one spreadsheet, Winter Wonder Meet on another, etc....)
 - c. Make notations of meet format changes from prior years that may impact your future calculations (such as: changed session times for ages, changed time of year meet ran, changed events, etc.).
 - d. Meet Directors use this average data to estimate how much time over the 4-hour maximum to accept entries at the same meet the next year.

5. Prepare and share a final meet report with your club membership.

6. **Facility Review**: Discuss items of interest, issues that arose, or observations from the meet that are facility related. (for example: lighting). Determine if improvements can be implemented for future meets.

7. Review the **Meet Log** where the Meet Management Team posted thoughts, incidents, comments, ideas, etc...from the meet. Discuss with Team to implement improvements for future meets. Incorporate into new team procedures/policies.

8. Once a year, at House of Delegate typically in April, each host team is provided feedback from the **MA Meet Surveys Results** for each meet hosted. Comments are to be taken as constructive criticism. Share with your team Key Meet Leaders/board. Implement improvements into your procedure/policies for future meets.

L. MEET PERSONNEL

Remind all personnel: No cellphones or cameras are permitted behind the blocks

1. *USA-S Rulebook section 102* lists the required number of Officials and other meet jobs that must be filled for a sanctioned club hosted meet. Additional recommended jobs are also listed below.
2. The **number** of volunteers/workers your team requires to host a swim meet varies depending on the meet format, as well as the facility. Example: number of competition pools in use, number of lanes in use, warm-up/cool-down pool available, number of entrances, are awards being given, etc.
3. Create Meet **Job Descriptions** (in a document, or in the job signup) specific to your team. Review/revise annually. Personnel should be fully aware of what is expected in each job, in order to make an educated choice of meet job. Describe each job's:
 - a) expectations and requirements (i.e. on the job training, MA/USA-S Certification)
 - b) attire (i.e. wear slip-proof shoes)
 - c) physical requirements (i.e. standing for long periods of time, heavy lifting involved, etc.),
 - d) location (i.e. on pool deck, in lobby)
 - e) typical arrival time (i.e. 30 minutes prior to start of warm-up).
 - i) What to do (i.e. Check-in at Volunteer Table. Get Lanyard for your job)
 - f) When job typically ends (end of session).
 - i) (i.e. Check-Out at Volunteer Table and return Lanyard to receive credit)
 - g) Point of Contact for jobs in case a question arises during the meet (i.e. marshals overseen by Op Risk Director, etc).
 - h) Provide a few jobs for parents who cannot attend meet (prep at home jobs), or parents who will have siblings in tow (i.e. concession in lobby where other siblings can be in sight), or jobs that can be shared
 - i) i.e. timers working half shift can be replaced at mid-session break. Both must attend Timer meeting before the session begins.
4. Provide **Job Sign-Ups** for each meet with specific shift/session dates and times. Provide well in advance of the meet. Determine how your team fills meet jobs (i.e. requires parents to volunteer, senior swimmers work age group meets, paid or volunteer, etc....). Enlist a Team Volunteer Coordinator to oversee.
5. Provide **training** prior to the meet if possible. Match an individual's skills with a specific meet job (i.e. tech savvy parent ideal for computer operator). Continually look to train new or younger parents to provide continuity as experienced parents graduate.
6. Provide motivation either by reward or recognition. Even a simple 'Thank You' from the swimmers goes a long way. Respect and appreciation builds a strong volunteer base for teams to continuously host successful meets.
7. Meet Jobs (other than Officials) are:
 - a) **Admissions**

The admission person(s) is often the first meet personnel that spectators encounter when attending a meet. Provide a good first impression.

 - i) Meet warm-ups typically start 1 – 1 ½ hours before a meet. The admissions area should be set up with a cash box and change approximately ½ hour before the session warm-up starts.
 - ii) Hand stamps (or other method of your choice) may be placed on spectators if your Meet Announcement states admission fees apply to each session.
 - iii) Programs or heat sheets, if you decide to print for spectators, are usually available at Admissions. Always keep a few on hand for late arriving spectators.

- iv) Follow Meet Announcement for admissions fee, heat sheet cost, cash vs credit card, etc.
 - v) Verify instructions with Meet Director for next sessions' spectators who arrive early. If your Meet Announcement states entry fees per session, you may clear bleachers from previous session before follow session spectators are permitted in.
- b) **Announcer** plays an important role in meet management and control. Announcer should have strong, clear, pleasant voice quality.
- i) Under the direction of the Referee and Meet Director, the Announcer plays an important role in maintaining the meet time line, and should be constantly alert.
 - ii) Announcer should arrive 15min before start of Warm-Up. Provided with the Warm-Up Schedule, announce:
 - (1) team lane assignments, group times if applicable, etc.
 - (2) protocols i.e. Enter Block End Only, Feet First Entry
 - iii) Announcer's **Script** can be provided items specific for each meet (i.e. fundraising or community service, raffles, clean areas before leaving, etc....). See Appendix 3
 - iv) Informed Announcers will also have a copy of:
 - (1) Team name and abbreviation List
 - (2) Final seeded Heat Sheet
 - (3) Final Session Report/Timeline listing Session Breaks if applicable.
 - v) Provide information when the Ref and Starter are not speaking through Starter Unit, such as: broken meet records. May call event numbers to the blocks for meets with younger swimmers.
 - vi) The effectiveness of the Announcer is improved with an adequate Public Address system that can be heard by everyone in the venue clearly. Have Spare batteries on hand if needed for microphone.
- c) **Awards-**
- i) Meet Director will provide a table, boxes of awards, and labeled bags for each team. Also provided is a team name with abbreviation list, including notations of teams who can be bagged together (i.e. TEAM and UN-TEAM swimmers, or all swimmers listed as same number UN-#)
 - ii) AO or Computer Operator, depending on your team's scorer table workflow, will print and provide appropriate award labels as defined in Meet Announcement, after event results are finalized.
 - (1) Runner can deliver labels if Awards table is not located close to scorer table.
 - iii) Labels are applied to the appropriate place award and put in the correct team bag.
 - iv) Awards personnel are needed only for meets or sessions where awards are being distributed as per Meet Announcement.
 - (1) For meets consisting of several sessions or days, consider scheduling Awards volunteer for just the last session of the meet if you are shorthanded volunteers.
 - (a) MD should note teams not staying through entire meet to prepare/give awards earlier.
 - (2) If shorthanded volunteers, Awards may be done by other volunteers, for example Admission volunteers after the bulk of spectators arrive.
- d) **Deck Access Check-In -**
- i) Typically work under the supervision of the Meet Director or Op Risk Director. As gate keeper to the pool deck, Check-In personnel screen all coaches, officials, non-athletes, and non-member volunteers' adults.
 - ii) Personnel must be knowledgeable of the USA-S membership requirements specific for Coaches, Officials, and non-athlete USA members. Only those with current certifications are permitted on the pool deck at a meet.
 - (1) Review Photo ID and credentials of Coaches, Officials and non-athletes working in an official capacity at the meet.

- (2) Follow wristband policy
 - iii) Parent Volunteers Badges and/or lanyards must be provided to all volunteers who are on deck during any session in the meet. The check-list of all volunteers, pre session, is provided.
 - (1) Ensure adult volunteers not associated with a team review and provide written acknowledgements if applicable i.e. MAAPP Acknowledgement Form.
 - iv) Not a job for the faint at heart. Ideally stern but pleasant to grant or refuse pool deck access.
 - (1) If a coach or official cannot produce their credentials and begins to act belligerent and uncooperative, get their name, club affiliation and notify the Referee and the Meet Director. Do not try to stop them, let the meet administration handle the situation
- e) Computer Operator (CO) of Meet Management Software (i.e. Hytek, Team Unify)
- i) The Computer Operator, along with the Timing Equipment Operator, works under the direct supervision of the MD or AO, along with the Deck or Referee to insure that all results are properly recorded.
 - ii) Meet Management software training is provided by each individual team to the CO volunteer.
 - iii) CO inputs/imports times into the meet management software prepared by the MD.
 - (1) Depending on each team's scorer table workflow and training, the CO may also handle DQ Slips, and lane changes/corrections as when instructed.
 - (2) CO does not interpret results. CO only alters database when directed by MR/DR, AO/MD.
 - (3) CO should document any changes made by AO and Referee on the CO Heat Sheet. Sign and initial in case results warrant further investigation in the future.
 - (4) Questions regarding meet procedures (from swimmers, coaches, etc.) should be directed to the DR/MR, MD/AO depending on the nature of the issue.

f) Hospitality/Concession

- i) Hospitality and Concession areas can be jointly planned to share food and drink items. Prepare a menu and coordinate purchases / donations as per your team policy.
 - (1) **Hospitality** typically provides snacks, drinks, or meals served for Officials and Coaches.
 - (a) A nearby room reserved in the facility can provide a quiet area. If not possible, designate an out-of-the-way corner of the deck. Tables and chairs are appreciated.
 - (b) Typically, available before warm-ups and should be maintained throughout the meet.
 - (c) Personnel are staffed to ensure the area is clean and stocked.
 - (2) Other example is to provide Volunteers vouchers to use at concession stand.
 - (a) Drinks for lane timers and others who cannot leave their positions are particularly important.
 - (3) **Concession** stands run by your team, if your facility contract permits, can provide fundraising dollars. Post a menu with pricing, whether offering hot meals, or just drinks and snacks.
 - (a) Staff an adequate number of personnel to decrease wait time.
 - (4) **Merchandise Sales**, if you do not have a vendor contracted to be on site, may be handled by Concession personnel. Arrange to sell a few necessities (i.e. goggles, bungee straps).

g) (Safety) Marshal

- i) Marshals are important in the conduct of a safe and efficient meet. Marshals operate under the supervision of the Operational Risk Director, Meet Director, and Referee (and Facility Manager if applicable).
- ii) MA recommends that not less than two marshals be present during warm-ups with a minimum of at least one per course. To safely monitor Locker Rooms, consider Two Female and Two Male Marshals (minimum 1 each gender for a one pool venue).
- iii) The Marshal indicates their authority and presence by wearing an easily identifiable uniform clearly visible to all in the venue, which should include a colored vest, uniform shirt or some other brightly colored uniform item.
 - (1) Should be responsible individuals who can communicate instructions to swimmers, coaches and spectators without creating an adversarial atmosphere.
 - (2) A swimmer or coach may be removed from the deck for interfering with this authority.
 - (3) Exercise polite, but firm, authority.
- iv) Marshals monitor:

- (4) **Warm-Up:** Marshals must be familiar with the Warm-Up Schedule as posted. Supervise warm-up as follows:: * 2 meet marshals per warm up pool *Divide each pool into two L shapes and each meet marshal shall be responsible for one of the L's * One L will include the side where the starting blocks are located as well as a connecting side * The other L will include the turn side of the pool as well as a connecting side * The designated safety personnel shall stand at a corner end, near the start or turn end of the pool.
- (a) Enforce Feet First Entry, Block end of pool only. No Diving unless during Starts/Sprints defined times and lanes.
- (5) Locker Rooms: Inspect and clear locker rooms occasionally. A team of 2 (gender specific) Marshals inspect and clear (gender specific) Locker Room. Encourage swimmers to enter and exit quickly.
- (6) Deck personnel: Assure all adults on deck have CURRENT USA Credentials, Wristband and/or Volunteer Lanyard.
- (7) Crowd control to ensure proper competitor and spectator decorum.
- (8) Depending on your facility, additional Marshals may be stationed at outside access doors, hallways, public restrooms.
- (9) Ensure doorways, walkways and aisles are clear and not blocked.
- ii) Consider putting a Marshal Guideline unique to your facility in the Volunteer Lanyard for quick reference.
- iii) Marshals must not leave their assigned area until coverage is provided or until excused by the Referee.
- iv) When in doubt of a situation, the Marshal should enlist the assistance of ORD, MD, or Referee.

USA Lanyard Insert Example: [Printable Full page HERE](#)
 Consider modifying to add team/facility specific information as well.

Marshal's Guidelines

- Arrive 15 to 30 minutes prior to warm-up (or another designated time) to:
 - meet with the Meet Referee, get identifying attire, get your assignment.
- Locate the first aid station including:
 - First Aid kit, spinal backboard, rescue implements, AED (Automated External Defibrillator) and the Emergency Action Plan (EAP).
 - EAP should list important phone numbers, protocol for getting help, name or position of the person on deck who is responsible for activating the EAP.
 - If there isn't one, discuss with the Meet Referee.
 - Determine where YOU fit into the EAP.
- To help provide a safe environment:
 - Enforce the warm-up and warm-down rules.
 - No diving - feet first entry - except in one way sprint lanes (controlled warm-up only).
 - No Backstroke starts except in a controlled one way sprint lane. (They are dives.)
 - No socializing in warm-up/warm-down lanes. Swimming only.
 - Remind swimmers that running, horse play, whipping towels, etc. are dangerous and must be stopped.
 - Remind all that glass is not allowed on deck or in the locker rooms. (continued over)

Marshal's Guidelines (continued)

- Report any unsafe areas on the deck to the Meet Referee including:
 - loose wires, slippery areas, loose blocks, too many swimmers in a lane, and any other things you consider dangerous.
- Periodically walk through hallways, seeding area, etc., and, with another adult of your gender, your gender locker rooms. Arrange for "two adult" walk-throughs of the other gender locker rooms. Stop any shaving - Inform Meet Referee and Meet Management.
- Blood on the deck or a bleeding swimmer?
 - Immediately notify the Referee and first aid staff.
 - Help cordon off the bloody area until it is properly cleaned.
- Monitor the warm down area throughout the meet.
- Unauthorized people on Deck? In the venue? Watch for inappropriate camera use in locker rooms & in or around the venue. Immediately inform the Meet Manager or Meet Referee.
- Pay attention to the meet.
 - Do not leave the area without the approval of the meet referee.
- Remember: Safety is the Primary Concern. Be firm! But not a Tyrant.

h) **Ready Area** Helpful in Mini and Developmental meets.

- i) If applicable to your meet, personnel organize swimmers in a staging area.
- ii) Provided with the Heat Sheet, assists swimmers to line up in the order they will swim for each event.
- iii) Escort them to the blocks for their assigned heats.

i) **Runner**

- i) The runner should report to the MD or AO for specific instructions. Typically, the runner will:
 - (1) Collect the lane timer sheets as instructed (i.e. after each event, after every other event), and return them to the appropriate person at the scorer table (i.e. CO or AO).
 - (a) put in numerical order, staple or not staple
 - (2) Post result printouts as provided by AO, at various locations pre-determined by the MD.
- ii) Assign the runner other items as determined by on the format of your meet:
 - (1) Deliver deck seeded heat sheets to Coaches/Officials and post on deck for swimmer, and deliver to spectators in stands
 - (2) Deliver DQ slips from and official to DR/MR.
 - (3) Deliver award labels to the person handling that task.

j) **Head Timer-**

- i) The Head Timer can instruct timers days prior to the meet, or as they arrive and check-in. This is particularly helpful for first time timers and the helps the Starter's timer meeting run smoothly and quickly.
- ii) Act as point person for timers with questions during the meet.
- iii) Assist the Starter Official's Timer Meeting.
- iv) Can assist in the job signup to ensure all timer positions full.
- v) Operates spare watches during the meet, not assigned to a lane.
- vi) Head Timer can check the watches prior to each meet, to ensure accurate operation, battery replacement, or let MD know if more watches need to be purchased.
- vii) **Backup Timer-** Operates spare watches during the meet, not assigned to a lane. Usually Head Timer and Backup Timer stand by the outer lanes so they can bring a watch to any lane timer who needs one as quickly as possible

k) **Timers.**

- i) The Meet Director determines and communicates the number of timers needed per lane, the timing devices that will be used and in what combination. Even with electronic timing systems, a back-up system consisting of at least one stopwatch per lane must be provided. Examples of timing equipment combinations used at meets are:
 - (1) one pad, one button, two watches.
 - (2) one pad, two buttons, one watch.
 - (a) Button a.k.a. Plunger
 - (3) If meet has one lap events, timing equipment used on opposite end may be different than from block end.
- ii) The Meet Announcement will clarify if a host team requires a swimmer's parent to act as timer for their own swimmer (typically in distance events) .
- iii) It is suggested that lane timers are least a mature 12 years old
- iv) Timer Meeting-Attendance Required. Time/location announced-usually 30 min prior to start of meet. Timers are instructed by the Starter Official, assisted by the Head Timer. Timers are provided stopwatches.
 1. Lanes- Assigned by the Starter Official at the Timer Meeting. More experienced Timers will be assigned to center lanes.
- v) Timer Sheets provided on clipboard to record watch times.
- vi) Each timer's roles should remain the same throughout the entire session. For example: Dad timer=button & watch. Mom timer=watch & write on clipboard

- l) Timing Equipment Operator (TO)-** (e.g., the Colorado or Daktronics system)
- i) The TO, along with the Computer Operator, works under the direct supervision of the MD/AO, along with the Deck or Meet Referee to insure that all races are properly timed.
 - ii) Training is provided by each individual team to the TO volunteer.
 - iii) TO may be responsible for the setup of the automatic and semiautomatic Timing Equipment for your meet (depending on your facility). This may include the console, extension cables, harnesses, buttons, pads, battery backups, Starter Unit, microphone, speaker, Scoreboard, etc...
 - iv) Works closely with the Computer Operator, as the two systems are usually interfaced to send the data to the meet management software.
 - (1) Ensure Meet Events are downloaded from meet management software to timing console prior to the meet.
 - v) TO operates the timing console during the meet. Typically seated at scorer table with CO and AO. TO is placed to enable clear observation of the pool, usually in line with the finishing end.
 - (1) Depending on the workflow of you team's scorer table, TO may or may not print data from the console.
 - (2) Recommend TO be provided one event per page heat sheet. TO should document race numbers as well as any changes and observations on the TO Heat Sheet. i.e. NS, malfunction, soft touches, etc...to assist the AO with resolutions. Give to AO after end of each event.
 - vi) TO immediately communicates to Referee and Starter if any anomalies occur with the system, and assist in resolution of equipment issues.
 - (a) TO should immediately alert the CO and AO of races with suspected timing system malfunctions. Only the AO (Timing Judge) performs Timing Resolutions.
- m) Other** meet jobs your team might consider, depending on your facility and other factors: parking attendants, heat prizes giver, Set-up and Clean-Up Coordinators and volunteers, Lifeguards, etc. Include these jobs as needed in your team Job Sign-Ups.

Appendix 1

EXAMPLES OF WARM-UP PROCEDURES

1. Invitational Meet Examples:

GENERAL WARM-UP PERIOD

- Allocate the first 30-45 minutes to general warm-up in all lanes.
- There should be NO DIVING off the blocks or the edge of the pool.
- All swimmers will enter at the block end of pool.
- Outside Lanes – Kicking Only
- Inside Lanes – Swimming & Pulling Only – No Paddles
- No Sprinting or Pace Work

SPECIFIC WARM-UP PERIOD (Last 15-30 minutes of pre-meet warm-up period)

Suggested for 8-Lanes Pools:

- Lanes 1 & 8: Push off for one or two lengths and back, beginning at block end of the pool. Circle swim only. NO DIVING.
- Lanes 2 & 7: Racing start only. Swim one length only. All swimmers begin at block end of pool.
- Lanes 3 – 6: General warm-up only (as above)

Suggested for 6-Lane Pools:

- Lanes 1 & 6: Push off for one or two lengths and back, beginning at block end of pool. Circle swim only. NO DIVING.
- Lanes 2 & 5: Racing start only. Swim one length only. All swimmers begin at block end of pool.
- **Lanes 3 & 4: General warm-up only. (as above)

2. Dual, Tri, & Quad Meet Example:

Each team shall be assigned warm-up lanes by the host team. Each team should follow the warm-up guidelines in their specific lanes.

3. Sample Warm-Up Assignment Chart BY LANE:

Session 1: MM/DD/YYYY Warm-up: HH:MM pm to HH:MM pm Positive Check-in DUE no later than HH:MM pm

Lanes	1	2	3	4	5	6	7	8
Teams (# of swimmers)	Team A (#)	Team B (#)	Team C (#)	Team D (##)		Team E (#)	Team F (#)	Open

Session 2: MM/DD/YYYY

Scratch Sheets- Return by HH:MM am

Group 1 - HH:MM am to HH:MM am								
Lanes	1	2	3	4	5	6	7	8
Teams (# of swimmers)	Team E (#)	Team D (#)	Team A (##)		Team B	Team C	Open	Open
Last 5 minutes: Starts & Sprints					ALL LANES			
Group 2 - HH:MM am to HH:MM am								
Lanes	1	2	3	4	5	6	7	8
Teams (# of swimmers)	Open	Team B (#)	Team C (#)	Team E (#)	Team D (#)	Team A (##)		Team F (#)
Last 5 minutes: Starts & Sprints					ALL LANES			

4. Sample Warm-Up Assignment Chart BY TEAM:

Scratch Sheets Due 15 minutes after the start of Warm-Up

Teams	Session 1 MM/DD/YY HH:MM to HH:MM (# swimmers)	Session 2 MM/DD/YY HH:MM to HH:MM (# swimmers)	Session 3 MM/DD/YY HH:MM to HH:MM (# swimmers)	Session 4 MM/DD/YY HH:MM to HH:MM (# swimmers)	Session 5 MM/DD/YY HH:MM to HH:MM (# swimmers)
Team A	OPEN	Lanes 1-2 (##)	Lanes 3-4 (##)	Lanes 5-6 (##)	Lanes 7-8 (##)
Team B		Lanes 7-8 (##)	Lanes 5-6 (##)	Lanes 3-4 (##)	Lanes 1-2 (##)
Team C		Lane 3 (#)	Lane 1 (#)	Lane 8 (#)	Lane 5 (#)
Team D		Lane 4 (#)	Lane 2 (#)	Lane 7 (#)	Lane 6 (#)
Team E		Lane 5-6 (##)	Lane 7-8 (##)	Lanes 1-2 (##)	Lanes 3-4 (##)

FEET FIRST ENTRY. BLOCK END ONLY.

Appendix 2

ANNOUNCER SCRIPT Suggested Items

- Good Morning (afternoon, evening). Welcome to _____ meet hosted by _____
- Coaches, Pick up *Scratch Sheets* at _____ Table. Return no later than __:__(15min after start of 1st warm-up)
- Announce Exits and Restroom locations. Locker Rooms for Swimmers ONLY.
- Announce Snack Stand locations.... i.e. Lobby-snacks, by Cafeteria-fuller meals.
 - Proceeds support (school swim team booster club)
- Timers Meeting will be held at (Location) at (Time)
- Officials Meeting will be held at (Location) at (Time)
- Vendor Sales Location and Times if applicable.

WARM –UPS:

- Announce Warm-Up times for each Group as per Warm-Up Schedule.
- “Feet first and Block End Only ENTRY”
- Monitor clock and announce each W-U Groups start and finish times.
 - Also announce Sprint and Start lanes and times.

COUPLE OF ANNOUNCEMENTS BEFORE THE MEET STARTS:

- “The session is now updated on Meet Mobile” when notified by Scorer Table (or Heat Sheets now being distributed..... or available on the QR Code Sign Link)
- Please refrain from using Flash photography at starts.
- Please be Quiet at starts
- NO Cell Phone usage **or** Photography is permitted from behind the starting blocks. NO Cell Phone usage **or** Photography permitted in Locker Rooms.
- Please Rise as we play our National Anthem.
- No Glass permitted on pool deck. Please eat/snack in the lobby area.

DURING MEET:

- Announce starting line up with event #, heat # Lane # along with swimmer name.
- Announce frequently throughout session when Breaks are scheduled (after event #s....)
 - pool open for Warm-Up or not. (Usually if break if 10 mins or longer pool is open for warm-ups). Don't forget “FEET FIRST ENTRY BLOCK END ONLY”
- Once break is over announce all Timers and Officials back to their positions to resume meet.
- Special Announcements (i.e. Community Service Projects, etc...)

PRELIM/ FINALS Meets:

- Work with Admin Refs to announce finalists including 2nd & 1st Alternate. Indicate the current time and swimmers have 30 mins to scratch or declare their intentions to scratch.
- Once Time is reached, announce that Event is now closed and indicate the number of scratches.

Towards END OF MEET:

- Encourage all to complete a Meet Evaluation found on the MA website under this Swim Meet tab.
- Coaches, please Pick Up Awards before leaving.
- Thank you Coaches, Officials, Volunteers and Swimmers for attending.
- Swimmers please clean up your areas, before you leave. Place refuse in trash cans as you exit.

Appendix 3

CERTIFICATE OF INSURANCE

1. USA-S member clubs are provided insurance for activities which have been approved by USA-S's Risk Management Director or insurance broker, Risk Management Services (RMS).
 - a. Insurance program and certificate insurance issuance is a benefit of USA-S membership at no additional cost.
2. RMS requires USA-S clubs request "Additional Insured Endorsements" online through the "*Certificates Now System*" website. This service is available 24 hours day/7 days a week. The certificate can be emailed or faxed to your facility or you within minutes.
 - a. **Step by Step instructions** are below.
3. Examples of when your club may need to provide a copy of Certificate of Insurance (COI) i.e. "Additional Insured" Endorsement:
 - a. Facility, Pool or Location = "Certificate Recipient (Holder)"
 - i. Your club's facility annual contract requires a copy of the COI with the facility named on the policy.
 - ii. Your club wins bid to host an MA Champs meet being held at different facility.
 - iii. Your pool needs repair unexpectedly, you quickly arrange to practice at another pool.
4. If your facility requires special wording/endorsement, you will need to contact RMS. View your Insurance Packet for updated contact information or call RMS at 1-800-777-4930.
 - a. USA Member Swim Club = "Insured"
 - i. Your club's facility requires a COI copy from all teams/swimmers competing in meet.
 - ii. Since all who compete in sanctioned meets must be current USA-S members, one certificate can be obtained to cover all USA-S teams/UN/swimmers instead of the meet host inconveniencing individual teams to each provide their own COI.
5. When requesting your additional insured endorsement, you will need to provide the following information:
 - i. facility name
 - ii. address
 - iii. contact person's name
 - iv. method of delivery (facility's fax # or e-mail address) *
 - v. member club's contact name/address requesting certificate
 - vi. special wording or specific endorsement required
 - vii. *If certificate is being mailed only, request it early enough to allow time for mailing to the facility.
6. New Clubs: If you login to *Certificates Now System* website and do NOT find your club, contact RMS. Once RMS enters your team into the database, you will be able to request your additional insured endorsements.
7. Additional Insured Endorsements are NOT automatically renewed. Create and provide updated certificates each coverage year as needed.
8. **Insurance and Risk Management Information can be found on the USA Swimming website at:** <http://www.usaswimming.org/insurance>.

APPENDIX 4

Acceptable Form of Proof USA-S Membership and Required Certifications

A. Acceptable Form of Proof

1. **Acceptable Form of Proof** is limited to ONLY the following 4 items for both **athletes** (including Adult Athletes) and **non-athletes** (Coaches, Officials, non-athlete adult members such as team board members, chaperones, etc...)
 - a) **Deck Pass Plus/USA ID Card.** Parents/swimmers are responsible for creating their Deck Pass Plus link to their USA-S account on the USA-S website.
 - b) **USA-S Team Portal Water-Marked Roster**
 - i) Printed from a team's private USA-S website Portal. The password is provided to the team Head Coach from MA office.
 - ii) There is no team Portal Roster for:
 - (a) Unattached swimmers not currently members of a team
 - (b) Non-athlete members (coaches, officials, etc) who do not indicate a Team affiliation on their annual USA-S membership application
 - iii) UN swimmers (due to 120 Day Transfer Rule) *are* shown on the portal roster of the team they recently transferred onto.
 - c) **Email** proof provided by **MA Registration Chair** is acceptable after all other avenues have been exhausted. An example would be in the case of a computer software glitch.
 - d) **Certificates** of trainings that do not automatically populate on Deck Pass Plus/USA ID Card or Watermarked Portal Roster (the member must send to MA Office to be manually entered) *CAN be accepted* as Acceptable Form of Proof.
 - i) **The certificate must be dated, and from an approved agency as listed in current years' document "[USA-S Coach Membership Requirements](#)".**
 - (1) These are limited to the following 3 Certifications:
 - (a) CPT- Concussion Protocol Training
 - (b) STSC - Safety Training for Swim Coaches (In-Water and On-Line certificates)
 - (c) CPR -Cardiopulmonary Resuscitation
2. MD, ORD, and AO must be familiar with the appearance of Acceptable Forms of Proof of membership. **Samples** follow in Appendix 4.
3. No other forms of proof are acceptable. Unacceptable forms of proof include: Team Unify roster (shows a USA/year logo by swimmers' name), On-Deck app (Team Unify software app.), other USA-S website reports (not the portal watermarked roster).

B. Membership and Certification Requirements

USA-S membership & certification requirements vary based on membership level (athletes, adult athletes, coaches, officials, non-athlete members, etc...).

MD must review MA and USA-S websites for the current year's certification requirements for each membership type. When in doubt, consult MA Registration Chair.

MD must ensure ORD and Check-In Table volunteers (or other meet personnel per your team policy) are knowledgeable in these requirements in order to accurately screen Coaches and Officials for pool deck access, and AOs who may accept deck entries for swimmers not previously entered in the meet (not included in Swimmer RECON).

Items of note:

1. **Membership Expiration & ID Number:**

- a) All athletes and non-athletes must have active USA-S membership throughout the dates of your meet. If Membership date will expire by any date of meet then member must USA-S (re)register for the next year.
 - i) Athletes are registered electronically through their club/team. UN athletes and non-athletes register themselves on paper forms submitted directly to MA office.
 - ii) USA-S membership registration may be accepted by the Meet Director at a meet only if noted in the Meet Announcement.
 - b) **USA ID Numbers** for athletes and non-athletes are always 14 characters long. The first 6 digits are the individual's birthday (mmddyy), followed by the first 3 letters of first name, middle initial, and first 4 letters of last name. An asterisk "*" is placed where there is no letter (ex. registered with no MI).
 - i) An incorrect USA ID in the meet management software will not permit the swimmer's results to link to their SWIMS record.
 - c) A coach, official or other non-athlete member may not compete without purchasing an athlete membership in addition to their non-athlete membership.
2. If **Flex** membership athlete, look up in USA-S website Times Search to ensure swimmer has not competed in more than 2 meets (Jan to Dec). Note: SWIMS will not show a meet that a swimmer has only competed in 25yd events.
Flex members are not permitted to compete in Champs meets or completed in 3 or more meets/year unless upgraded to full membership.
3. **120 Day Rule Unattached** athletes will show an "attachment date" to their new team. Prior to that date, the swimmer cannot participate in relays or earn team points until after expiration date.
 - a) MD must change to "UN-TEAM" in meet management software.
 - b) 120 Day Rule USA *Rulebook 203* states: [After submitting a Transfer Form to MA office] "For a swimmer to represent a USA-S club in a competitive event, 120 consecutive days must have elapsed before the swimmer is permitted to represent any other USA-S club in USA-S open competition. The 120-day count shall begin on the day following the last date the athlete represented a USA-S club in open competition.
4. **APT**: Adult Athletes 18yr + 30 days old must show a valid expiration date. Must not expire on any date they are competing. If no date is listed on the Acceptable Form of Proof, then the swimmer has not completed APT and cannot compete until completed.
 - a) Non-compliant swimmer's results achieved on or after the date will not be uploaded to SWIMS.

USA-S Membership and Certification Requirements rev.2020

Cert	Frequency	Coach	Officials & MD	ORD	Adult Athlete	Non-Athlete	Note:
USA Membership	1/1 to 12/31/YY	YES	YES	YES	YES	YES	Only Athlete registration allowed at meet.
BGC	2yrs from last date	YES	YES	YES		YES	Automatic to member record. May take days/weeks to appear.
APT	1yr from last date	YES	YES	YES	YES 18yr+30 d grace period	YES	Automatic to member record. May take up to 24hrs to appear.
CPT	USA-S Met & State Law	YES	YES				MA office enters manually. Certificate acceptable.
MAAPP	Annually	YES	YES	YES	YES	YES	Teams document own. LSC does UN. MD documents all others.
CAT	1yr from last date	YES					Automatic to member record. May take a few hours. Certificate not acceptable since it doesn't show name/date.
CPR & STSC	2yrs to date	YES					MA Office enters manually. Certificate acceptable. STSC is 2 parts.
Credentials	1 st yr Coach	FOC101					Automatic (should appear immediately)
	2 nd yr Coach	FOC 201 R&R					
	Every 2yrs		Class & Test	Class & Test			

Appendix 4

ACCEPTABLE FORM OF PROOF USA-S Website Team Portal Watermarked ATHLETE Roster

Name	USAS Id	Swimming			Attach Date	Ath. Type	APT Exp Date
		Age	Gender	Exp. Date			
Last, First Swimmer, A	120609JACAALWI	10	Male	12/31/2020	2/28/2020	Athlete	
Last, First Swimmer, B	042611EMMGATIL	8	Female	12/31/2019		Athlete	
Last, First Swimmer, C	080806SAN*ATIL	13	Female	12/31/2019		Athlete	
Last, First Swimmer, D	110508RYLWAUNG	11	Male	12/31/2020	3/19/2020	Athlete	
Last, First Swimmer, E	091201PATABART	18	Female	12/31/2019		Athlete	Missing Adult Athlete
Last, First Swimmer, #	121100EMMKBEAN	19	Female	12/31/2019		Athlete	6/26/2020
Example, Name Swimmer, D	051107MATJBEAN	12	Male	12/31/2020		Athlete	
Name, Example Swimmer, #	032205JOSRBERS	14	Male	12/31/2020		Athlete Flex	
Swimmer, E	071900BAIABEVI	19	Male	12/31/2019		Athlete	
Swimmer, Name	051911JAMRBEVI	8	Male	12/31/2020		Athlete	
Last, First Swimmer, E	120601MCK*BLAZ	18	Female	12/31/2020		Athlete	12/1/2020
Last, First Swimmer, E	031607ADAFBLOC	12	Female	12/31/2019		Athlete	
Last, First Swimmer, E	093009OLIHBLLOC	10	Male	12/31/2019		Athlete Flex	
Last, First Swimmer, E	112010WILMBLOD	9	Male	12/31/2020		Athlete	
Last, First Swimmer, E	090310AUDJBONA	9	Female	12/31/2019		Athlete Outreach	

Report Date
↓
12/23/2019

120 Day Rule
↓

Annual Membership

Missing Adult Athlete

Athlete Flex

Athlete Outreach

Acceptable Adult Athlete APT

Note: If a swimmer's name does not appear on the team USA Portal Athlete Roster, either they are not registered at all in USA-S, or registered Unattached, or did not submit a Transfer Form to MA Office to be removed from previous team to the new team roster.

Appendix 4

ACCEPTABLE FORM OF PROOF USA-S Website Team Portal Watermarked NON-ATHLETE Roster

Must also present PHOTO ID

Both In-Water and On-Line must be completed

Coaches Only

Date of Report

USA Swimming, Inc.
Non-athlete Membership Status Team Name

Expired dates are underlined BGC = Background Check APT = Athlete Protection Training CPT = Coach Advantage Tutorial CAT = Coach Advantage Tutorial

Member	LSC Pos.	Jr. Coach	CPR Date	Safety Date	BGC Date	APT Date	CAT Date	CPT Met?	Exp. Date	Education Req Met	Ed. Req Status
Last, First	FT Coach	No	05/31/21	05/31/21	04/30/21	12/28/20	10/16/20	Met	12/31/20	FOC Orig.	Met
Last, First	PT Coach	No	08/10/20	07/24/20	07/31/20	11/11/20	11/11/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Last, First	PT Coach	No	08/10/20	07/24/20	07/31/20	11/12/20	11/11/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, First	PT Coach	No	04/21/20	04/21/20	03/31/20	03/14/20	11/22/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, Last	PT Coach	No	08/10/20	08/10/20	07/31/20	11/26/20	10/27/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, First	PT Coach	No	05/31/21	03/11/21	04/30/21	12/13/20	10/04/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, Last	PT Coach	No	05/12/20	05/12/20	09/30/21	09/19/20	12/31/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, First	PT Coach	No	05/05/21	05/05/21	08/31/21	09/08/20	09/08/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, Last	PT Coach, Official	No	05/18/20	05/19/20	09/30/20	12/31/20	10/26/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, First	PT Coach, Official	No	09/08/20	09/08/20	05/31/21	12/31/20	11/15/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name, Last	PT Coach	No	04/11/21	03/04/21	03/31/21	12/27/20	12/28/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name	PT Coach	No	05/31/21	03/05/21	03/31/21	03/06/20	10/04/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name	PT Coach	No	04/11/21	04/11/21	04/30/21	11/18/20	11/17/20	Met	12/31/20	FOC 101, FOC 201, FOC R & R	Met
Name	Official	No			08/31/21	09/26/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			08/31/21	06/01/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			11/30/21	11/05/20	Missing	Not Met	12/31/20	N/A	N/A
Name	Official	No			09/30/21	Missing	Missing	Not Met	12/31/20	N/A	N/A
Name	Official	No			08/31/21	12/31/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			10/31/20	12/31/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			10/31/21	11/06/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			08/31/21	09/26/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			09/30/21	09/12/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			09/30/21	10/02/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			09/30/21	12/31/20	Missing	Met	12/31/20	N/A	N/A
Name	Official, Other	No			02/29/20	12/31/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			06/07/16	05/25/17	1/30/20	11/08/20	Missing	Met	12/31/20
Name	Official	No			09/30/21	09/12/20	Missing	Not Met	12/31/20	N/A	N/A
Name	Official, Other	No			10/31/20	12/31/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			01/31/21	12/28/20	Missing	Met	12/31/20	N/A	N/A
Name	Official	No			07/31/01	09/25/02	08/31/21	10/01/20	Missing	Met	12/31/20
Name	Other	No			09/30/21	01/09/21	N/A	Met	12/31/20	N/A	N/A
Name	Other	No			01/31/22	01/23/21	N/A	Not Met	12/31/20	N/A	N/A

ALL OTHERS OK

OK. ALLOWED ON DECK AS AN OFFICIAL. NO LONGER A COACH.

NOT ALLOWED ON DECK

Meet Directors appear as Official (AO) and Other.

Op Risk Directors appear as "Other".

Appendix 4

ACCEPTABLE FORM OF PROOF USA-S “DECK PASS PLUS” App

Do not use original “Deck Pass” (light blue color icon). It does not show 2020 requirements.

Adult Athlete Example

“Deck Pass” does NOT show new 2020 requirements.

- Adult Athlete APT is missing (Example above).
- Coach CPT & CAT and Official CPT are missing.

“Deck Pass PLUS” DOES show new 2020 Requirements both on screen and printable USA ID Card:

- Adult Athlete APT is shown (see Example).
- Coach CPT & CAT and Official CPT are also shown.

Membership Card (Deck Pass):

Name, First
Athlete Membership Card

Registration Date
9/24/2019

Expiration Date
12/31/2020

LSC and Club
MA-BLUE

USAS ID
***** ABC*ABCD

Last Competition Date
2/25/2019 for MA-BLUE at meet 2019 MA OB PIAA District 11 AAA

Deck Pass Plus App Interface:

My Membership Card:

Name, First

CURRENT STATUS
Athlete

REGISTRATION DATE
9/24/2019

EXPIRATION DATE
12/31/2020

LSC AND CLUB
MA-BLUE

USAS ID
ddmmyyABC*ABCD

2/25/2019 for MA-BLUE, 2019 MA OB PIAA District 11 AAA

ATHLETE PROTECTION TRAINING
10/11/2020

[MEMBERSHIP CARD >](#)

Athlete Membership Card (Printable):

USA Swimming .org

Athlete I.D. #	REGISTRATION DATE	EXPIRATION DATE
ddmmyyABC*ABCD	2020	12/31/2020
ATHLETE MEMBER	CLUB/LSC	APT EXP. DATE
Name, First	MA/BLUE	10/11/2020

is an athlete member of USA Swimming
By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations and Code of Conduct of USA Swimming.

Appendix 4

ACCEPTABLE FORM OF PROOF USA-S APP: DECK PASS PLUS

Non-Athlete Example

Official App screen :

Membership Card:

Official App screen :

Last, First

CURRENT STATUS
Official

VALID TO DATE
10/1/2020

REGISTRATION DATE
10/23/2019

EXPIRATION DATE
12/31/2020

LSC AND CLUB
MA-BLUE

USAS ID
mmddyLASTFIRS

BACKGROUND CHECK
11/30/2020 - Level 2

ATHLETE PROTECTION TRAINING
10/1/2020

CONCUSSION PROTOCOL TRAINING
Met

[MEMBERSHIP CARD >](#)

Membership Card:

Last, First mmddyLASTFIRS B/C Exp: 11/30/20
MA/BLUE APT Exp: 10/01/20
Valid To: 10/1/2020 CPT: Met

MIDDLE ATLANTIC SWIMMING
Official's LSC Certifications

LSC	Level	Expires	Eval
Administrative Official	C	12/31/2020	

2020

Coach App Screen:

Coach Name

CURRENT STATUS
Coach

VALID TO DATE
10/16/2020

REGISTRATION DATE
10/23/2019

EXPIRATION DATE
12/31/2020

LSC AND CLUB
MA-BLUE

USAS ID
091988M COACHNES

CPR
5/31/2021

STSC - IN WATER
5/31/2021

STSC - ONLINE
7/30/2021

COACH ADVANTAGE TUTORIAL
10/16/2020

BACKGROUND CHECK
4/30/2021 - Level 2

ATHLETE PROTECTION TRAINING
12/28/2020

FOUNDATION OF COACHING REQUIREMENTS
Met

CONCUSSION PROTOCOL TRAINING
Met

[MEMBERSHIP CARD >](#)

Appendix 4

Middle Atlantic LSC Tri-state area Concussion Laws by State



Concussion Laws by State

Definitions of terms as used in this document:

Student athlete: means athletes participating in interscholastic sports/activities

Youth athletes: means athletes participating in interscholastic *and/or* non-interscholastic sports

Students: used to encompass those participating in athletic activities *and/or* non-athletic activities

Interscholastic athletic activities: organized school athletic activity (practice, competition, etc.) (*Interscholastic*)

Youth sports program: referring to a recreational program and can also include any city, business, or nonprofit organization that organizes a youth athletic activity (*non-interscholastic*)

Youth athletic activities: means an organized athletic activity in which the participants, a majority of whom are under nineteen (19) years of age (or otherwise stated), are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity (*encompasses both interscholastic and non-interscholastic (youth sports programs)*)

DELAWARE: **AFFECTED PARTY:** Youth athlete **ACTIVITY:** Interscholastic or youth athletic activities **ACTION TAKEN:** Immediate removal **TRAINING/EDUCATION:** Athlete and parent or legal guardian must annually sign a form acknowledging receipt and understanding of information on concussions **Coaches** are required to complete concussion training once every two years **RELEASE AUTHORIZATION:** Licensed health care provider, DO/MD, NP, PA, AT or school nurse

NEW JERSEY: **AFFECTED PARTY:** Student athletes **ACTIVITY:** Interscholastic athletic activities **ACTION TAKEN:** Immediate removal **TRAINING/EDUCATION:** Athlete and parent or legal guardian must annually sign a form acknowledging receipt and understanding of information on concussions **Coaches** and trainers must annually review concussion policy. **RELEASE AUTHORIZATION:** A physician or other licensed healthcare provider who has received training specifically dealing with brain injuries and/or concussions

PENNSYLVANIA: **AFFECTED PARTY:** Student athlete **ACTIVITY:** Interscholastic athletic activities **ACTION TAKEN:** Immediate removal by coach **TRAINING/EDUCATION:** Athlete and parent or legal guardian must annually sign a form acknowledging receipt and understanding of information on concussions. **Coaches** must annually complete concussion training. **RELEASE AUTHORIZATION:** A licensed healthcare provider (MD, DO, AT, Neuropsychologist) who has received training specifically dealing with brain injuries and/or concussions

USA-S Concussion Protocol Training

Though several states have previously passed concussion education requirements, USA-S requires all coaches and officials complete CPT effective January 1, 2020.

- Courses from the Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS), as well as any individual states' specifically required courses will satisfy the USA-S requirement.
- For USA-S membership, coaches and officials must successfully complete concussion and head injury education *at least once*. It is marked on Deck Pass Plus as "met".
 - Individual states may require annual training or continuing education. USA-S coaches/officials must abide by the requirements of their home state, as well as the requirements in the states in which they coach or officiate.

Colored boxes above signify important terminology.

Full document [USA-S 2019 Concussion Laws by State](#). Refer to USA-S website for current year's revision.

Appendix 4

ACCEPTABLE FORM OF PROOF Certificate Examples

The certificate must be dated, and from an approved agency as listed in current years' document ["USA-S Coach Membership Requirements"](#).

(CPT) Concussion Protocol Training

Concussion Protocol Training (CPT), STSC and CPR are the only 3 certifications manually entered into a USA-S members' Deck Pass Plus record. The member must submit the certificate to MA Registration Chair to do so. The dated CPT certificate is an Acceptable Form of Proof in cases where the members' Deck Pass Plus record has not yet been updated.

CPT on Deck Pass Plus will appear as "Met" to comply with USA-S's only one training course requirement. Deck Pass Plus also does not provide the training date. Therefore, in states where requirements are more stringent than USA-S (ex: annual training required for 'youth athlete' coaches), then the *dated* certificate must also be provided to Deck Access Check-In Table for screening to permit deck access.



or



Appendix 4

ACCEPTABLE FORM OF PROOF Certificate Examples

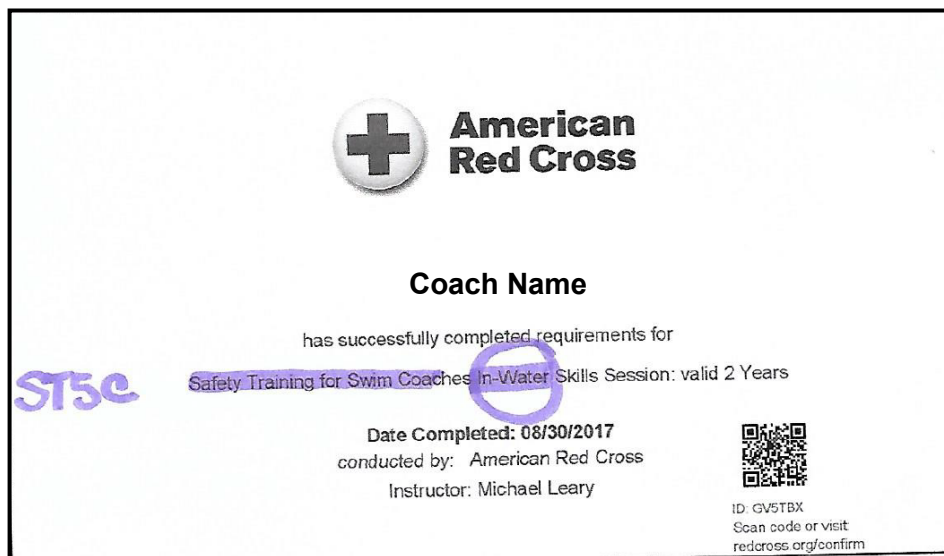
The certificate must be dated, and from an approved agency as listed in current years' document "[USA-S Coach Membership Requirements](#)".

STSC (Safety Training for Swim Coaches)

Safety Training for Swim Coaches (STSC), CPR and CPT are the only 3 certifications manually entered into a USA-S members' Deck Pass Plus record. The member must submit the certificates to MA Registration Chair to do so. **Both** the dated **In-Water** and **On-Line** testing certificates presented together to Deck Access Check-In Table personnel are Acceptable Forms of Proof of STSC in cases where the members' Deck Pass Plus record has not yet been manually updated.



This is a certificate from the American Red Cross. At the top center is the American Red Cross logo (a cross in a circle) followed by the text "American Red Cross". Below this, the text "Coach Name" is centered. Underneath, it says "has successfully completed requirements for". To the left of the next line is a purple "STSC" logo. The main text reads "Safety Training for Swim Coaches Online Content Only: valid 2 Years". Below this, it states "Date Completed: 08/30/2017" and "conducted by: American Red Cross". On the right side, there is a QR code. Below the QR code, the text reads "ID: 10KP54", "Scan code or visit: redcross.org/confirm".



This is a certificate from the American Red Cross. At the top center is the American Red Cross logo (a cross in a circle) followed by the text "American Red Cross". Below this, the text "Coach Name" is centered. Underneath, it says "has successfully completed requirements for". To the left of the next line is a purple "STSC" logo. The main text reads "Safety Training for Swim Coaches In-Water Skills Session: valid 2 Years". Below this, it states "Date Completed: 08/30/2017" and "conducted by: American Red Cross". Below that, it says "Instructor: Michael Leary". On the right side, there is a QR code. Below the QR code, the text reads "ID: GV5TBX", "Scan code or visit: redcross.org/confirm".

Note: An acceptable agency's Lifeguarding Certificate is acceptable in place of STSC In-Water certificate.

Appendix 4


ACCEPTABLE FORM OF PROOF

Certificate Example

The certificate must be dated, and from an approved agency as listed in current years' document "[USA-S Coach Membership Requirements](#)".

(CPR) Cardiopulmonary Resuscitation

Cardiopulmonary Resuscitation (CPR), STSC, and CPT are the only 3 certifications manually entered into a USA-S members' Deck Pass Plus record. The member must submit the certificate to MA Registration Chair to do so. The dated CPR/AED certificate is an Acceptable Form of Proof in cases where the members' Deck Pass Plus record




**American
Red Cross**

Coach Name

has successfully completed requirements for
Lifeguarding/First Aid/CPR/AED: valid 2 Years

Date Completed: 09/08/2018
conducted by: American Red Cross
Instructor: Matthew Brian Ellis



ID: GWO772
Scan code or visit
redcross.org/confirm

APPENDIX 5
Sample
Scratch Cover Sheet

Team
Logo

Meet Name: _____

SESSION #: _____

TEAM: _____

Scratch Sheet Instructions:

- NO CHANGE: **INITIAL** by **SWIMMER NAME**.
- To SCRATCH SWIMMER for entire session: **CIRCLE NAME**
- To SCRATCH EVENT: **CIRCLE EVENT NUMBER**

RETURN this Packet to

SCORER TABLE

NO LATER THAN: ___:___

Thank You and Enjoy the Meet.