



MEET DIRECTOR MANUAL

ILLINOIS SWIMMING
1400 E TOUHY AVE
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SANCTION APPLICATION	
FINANCIAL REPORT	

Illinois Swimming
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Website Forms:

Sanction Form
Event Financial Form

USA Swimming Website Forms:

Report of Occurrence

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Meet Director's Role

This Handbook is designed as an aid to Meet Directors in Illinois Swimming. Please remember that the rules and policies of USA Swimming and of Illinois Swimming (ISI) constantly change as we strive to improve our sport. The USA Swimming Rules and Regulations and the Illinois Swimming Rules and Regulations are your primary references. They, rather than this handbook, are the controlling documents.

The Meet Director is the organizer and coordinator of all meet activities. As such, he or she has full responsibility for all personnel engaged to run the meet.

Few individuals contribute to the programs of competitive swimming as much as do Meet Directors. The Meet Director's primary goal is 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 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 ready to work with the many volunteers who will be required to run a successful meet. When problems arise, the Meet Director must calmly keep them from disturbing the meet.

Meet Directors are responsible for organizing a meet that complies with the USA Swimming and ISI rules. They must insure that the meet follows the technical and administrative rules proscribed in *USA Swimming Rules and Regulations* and *ISI Rules and Regulations*; these books should be available for reference before, during and after the meet. Meet Directors must be current non-athlete members of USA Swimming.

The Meet Director's major responsibilities include:

- Securing the facility and assuring that the pool and its environs meet the requirements in Article 103 of the *USA Swimming Rules and Regulations*
- Obtaining the meet sanction from ISI
- Ordering Awards
- Arranging for personnel, equipment and supplies necessary for meet operation
- Processing entries
- Distribution of programs and heat sheets
- Preparing and distributing complete meet results
- Filing the appropriate pre and post meet requirements with Illinois Swimming
- Completion and on line submission of the Report of Occurrence for any accident or injuries that occur as part of the meet.

Meet Directors should not assume any other responsibilities during the meet. She/he must be available to answer questions, resolve problems, and generally keep everything operating efficiently. She/he 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 Meet Referee assumes complete control of the competition. The Meet Director should be available to assist the meet management team and to answer questions the Meet Referee may have.

Meet Director's "To Do" List

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

60 DAYS PRECEDING THE DEADLINE FOR THE SANCTION APPLICATION AND PACKET

1. Review your proposed meet format with your planning committee and Meet Referee
2. Access the ISI Meet Announcement Template to complete your Meet Packet.
3. Verify facility availability for the requested dates and session times.
4. Confirm the availability of a certified Meet Referee (preferably certified by ISI) who will be responsible for the actual conduct of the meet. The Meet Referee should be consulted at all times during the planning process.
5. Select a Safety Director (this person should be a current non-athlete member in good standing with ISI); review the meet information and the facility Emergency Action Plan with this individual.
6. Submit application, payment and *packet to the Illinois Swimming office by deadlines noted on the Sanction Application.
7. 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.

15 DAYS AFTER THE SUBMISSION DEADLINE YOU WILL RECEIVE A PRELIMINARY SCHEDULE FROM THE ILLINOIS SWMMING OFFICE.

1. Review the schedule for other meets occurring on your scheduled date.
2. Without incurring any penalty you will have 30 days to review and consult with your planning committee to either; move your meet to a different weekend, reformat your meet to create a unique event for those dates, or do nothing.
3. If you decide to change your weekend or format you must submit to the Illinois Swimming office a revised sanction application and packet.
4. At the end of 30 days your meet will be published on the ISI Meet Schedule and no changes will be allowed without penalties.

BY JUNE 15TH (SC) / JANUARY 15TH (LC)

1. Prepare the meet information (including all corrections and sanction number received from the ISI office) and create your Meet Event File for use in Team Manager. Email your meet information in pdf format along with your Meet Event File to the ISI Webmaster for posting.

SIX MONTHS PRIOR TO THE MEET

1. If you have not already done so, confirm facility availability for the dates requested and session times. Sign facility contract and/or lease agreement if required.
2. Recruit volunteers and create a list of assignments.
3. Contact potential sponsors.
4. Order awards.

60 DAYS PRIOR TO THE MEET

1. Select and meet with your Meet Management Team – Entry Coordinator, Electronic Timing Operator, Announcer, Computer Operator, Head Timer, Clerk of Course, Awards Coordinator, Program Coordinator, Advertising Coordinator, Hospitality Coordinator, Concessions Coordinator, Admissions Coordinator, Runners, etc. Make sure they all understand their responsibilities.
2. Check to see that the Facility will be in compliance with all current USA Swimming Rules and Regulations Article 103. Coordinate with the Safety Director to check the facility for possible hazards. Remember to check pool depth requirements, starting block anchoring, position of backstroke flags and 15-meter markings on lane lines. Search out and correct potential safety hazards at the venue - the pool, spectator areas, locker rooms, rest rooms, concessions, etc.
3. Arrange to have properly working equipment. Check that all components of the Automatic Timing System are operational – pads, buttons, horn, and strobe. Insure good batteries are installed in the required number of watches as well as for any headset radios or walkie-talkies that will be used at the meet. Don't forget to check the public address system. Also remember to verify that enough ground fault protected electrical outlets are available for all your equipment and that you will not overload any circuits in any areas inclusive of hospitality and concessions.
4. Verify that the computer(s) and printer(s) planned for use at the meet are in good working order. There may be networking considerations that will need to be verified depending on the venue of the meet. If Internet access is needed, arrange to meet with the facility IT personnel. At the minimum, verify that the equipment computer is loaded with the appropriate software to make the required connections. Make sure the proper drives for each printer are loaded in the computers that will be used at the meet. Use the latest production release of Hy-Tek Meet Manager. Always, always have several back-up plans and make sure that all Coordinators are aware of the back up plans as it pertains to their area.
5. Check that necessary supplies will be on hand. Remember bells, signs, tables & chairs (for awards, computer, etc.) umbrellas, tents and tarps (for outdoor meets).
6. Check on any permits required for parking, tents, and concessions.
7. Arrange for process of printing Psych Sheets, Heat Sheets, and Meet Programs. Remember the host club must make Heat Sheets, and Psych Sheets available to coaches and officials at no charge.
8. Contact vendors for concessions, food, souvenirs, etc.
9. Arrange for First Aid area and supplies.
10. Arrange for a Lost and Found area.
11. Arrange for housekeeping /janitorial services.
12. Arrange for security as required.

45 DAYS PRIOR TO THE MEET

1. Insure the Coordinators are able to properly staff their jobs – Timers, Awards worker, Runners, etc
2. Work with the Meet Referee and/or your Club Officials coordinator to line up key officials – deck referees, administrative judges, starters, stroke and turn judges, etc. The ISI Official Committees Area Representatives can provide the Club Officials Coordinator with a list of certified officials to help with recruiting officials for the meet.

35 DAYS PRIOR TO THE MEET

1. NEW: Please ensure that your meet is titled/named appropriately in MM so that all files/backups generated are in the preferred format for SWIMS uploading and other filing systems.
 - a. We need the YEAR of the meet, then IL, then your club CODE, then anything else to designate your meet.
 - b. Under MEET SETUP, change the name of the meet to follow the format above
IE 2014 IL AA Sprint Meet
 - c. Under FILE – SAVE AS. Please ensure that your meet file is saved in the same format as above (2014 IL AA Sprint Meet.mdb)
2. Receive the entries. (Note: Some entries may be received prior to the published entry opening date and time. These entries must be returned to the sender immediately with a note that they were received prior to the published opening entry time and must be resubmitted.) All entries should be logged with the date and time received for each team. The entries should be loaded into Hy-Tek's Meet Manager upon receipt and acceptance. In this way, you can readily identify when a meet session is full. Always remember to add your own team entries first! Do not attempt to run a timeline manually.
3. **Immediately** notify any teams who are refused entry.
4. Check the entries
 - a. Confirm the entry fee is correct for the number of swimmers entered in individual events and the number of relays for the club.
 - b. Insure no swimmer is entered into too many events. If the meet announcement has an entry limitation, you should notify the club of any swimmers entered in more than the maximum number of events. USA Swimming rules Allow 5 events per day in timed final meets and 3 events per day in Prelim/Final meets.
 - c. If the meet announcement stated limitations to heats for events those clubs whose swimmers are affected must be contacted immediately.
 - d. Insure any entry time standards are met, as stated in the meet information.
 - e. Insure that you have not accepted more swimmers than your meet and /or facility can accommodate. Verify that you meet the "Four Hour Rule" requirements by creating a timeline using your meet management software. Share this timeline with your Meet Referee.
 - f. Reminder: Coaches trying to put under-aged athletes in age groups that are defined as older that are not open (ie: a 12 year old in the 13-14 age group, etc.) This is a USA Swimming rule 205.2 and is not allowed. The athlete can only swim in their defined age group OR Open events if your meet has such titled events. Therefore, when accepting entries and importing them into MM make sure you run an exception report to ensure that athletes are in their applicable age-defined events. If not, then you need to contact the club and tell them that they cannot "swim-up" and you must move them to their applicable age group.

5. Registration Verification – E-mail the full Meet Manager back up to the ISI Office. THIS BACK UP MUST BE RECEIVED BY THE ISI OFFICE NO LATER THAN NOON THE MONDAY PRECEEDING YOUR MEET. If not received by this stated deadline any unregistered athletes participating in the meet will not be awarded any times achieved and the host club and club of submission will be fined in accordance with *ISI Rules and Regulations 203.4.8*. Make certain that UNATTACHED swimmers are properly identified with the team code UN. The Registration Chair will notify you and each attending club of any unregistered swimmers that are entered in your meet, as well as any name or ID issues that should be corrected before the start of the meet. Unregistered swimmers cannot swim in the meet until the Registration Chair receives the appropriate form and fees. As a last resort, swimmers may register at a meet by submitting the form and fees to the meet director. The meet director must immediately notify the Registration Chair that they have received the proper forms and fees by email. These documents and payment must then be sent immediately to the Registration Chair. The fine to the submitting club for allowing an unregistered swimmer to participate is \$150.00 per swimmer.
6. As a courtesy you may wish to send each team a copy of their meet entries and any warm-up time/lane assignments. This information may be published to your club website and attending teams may be sent an e-mail directing them to that specific information.
7. Plan your meet program.
 - a. You may wish to include time standards: Motivational, ISI Regional Championship, ISI Age Group Championship, ISI Senior Championship, Central Zone 14 and Under Championship, Sectional, National, Olympic. Choose 1 or 2 standards at most.
 - b. Maintain meet records, if available, and compile event sponsors. Gather and arrange advertising.
 - c. Most programs are printed in triple column format.

DURING THE TEN DAYS PRIOR TO THE MEET

1. Prepare the Program. Include;
 - A list of participating teams.
 - The Order of Events (optional, but nice as a filler)
 - The heat sheet pages including the name, club (or UNATTACHED) and entry time for each swimmer.
 - Appropriate time standards and meet records (if available).
 - Sponsor ads
 - Except for ISI Championship meets. Do NOT include an estimated timeline in the program for any preliminary or timed final session, nor should you include 'heat start times' in the program.
2. Prepare team packets. Use a container that can accommodate a hanging folder for each team which will include:
 - Heat or Psych Sheets for each session and one (1) entire Meet Program
 - Warm-up times and lane assignments, if appropriate
 - Any special communications
 - If you are hosting a meet where teams will be spending the night in hotels you may wish to put in a form to request the contact information for the Head Coach and where they are staying in case you need to contact them during the meet.
3. Prepare a "meet book" for the Meet Referee. Include:
 - Meet information
 - Time Line
 - Worker assignment list (optional)
 - Certificate of Insurance (optional)
 - Notes for the Meet Referee of any discrepancies that have not been resolved
 - Notes of importance or instruction for the computer operator
4. Verify that hospitality plans for meals, snacks, and beverages that will accommodate all of the coaches, officials, and other workers expected.

5. Meet with the full meet committee at the pool and plan locations for:
 - *Clerk of Course *Automatic Timing Console
 - *Recorder/Scorer *Computer
 - *Announcer *Posting Results
 - *Hospitality *Concessions
 - *Lost & Found *First Aid
 - *Awards *Admissions
 - *Other activities (T-shirt sales, vendors)

6. Verify the installation and set-up of the following:
 - * Backstroke Flags
 - * Lane Lines with 15-Meter Markers
 - * Public Address System
 - * Starting Blocks
 - * Starter Stand (or table)
 - * Automatic Timing System
 - * Display Board
 - * Computer / Printer

7. Check all supplies and equipment:

Headsets	Bells	Clip Boards
Scotch Tape	Watches	Masking Tape
DQ Slips & Relay Cards	Duct Tape	Pencils
Tool Kit & Scissors	Pencil Sharpener	First Aid Kit
Lap Counters	Stapler & Staples	Boxes & Bags for Awards
Paper Clips	Surge Protector	Rubber Bands
Extension Cords	Pens	Binders and/or accordion folders for printed results

8. Provide for the removal of ladders, diving boards, weight equipment, etc. from the deck

AT THE MEET

1. Have on hand:
 - Original entry from each team and/or individual
 - Record of entries received by date and time
 - Record of payment received or monies owed
 - Meet Information
 - Current copy of *USA Swimming Rules and Regulations*
 - Current copy of *ISI Rules and Regulations*
 - Current athlete and non-athlete registration forms

2. If the meet includes deck-seeded event, work with the Meet Referee or Admin Referee on posting of scratches from the check-in sheets and the creation and printing of the event heat sheets. Be sure to print enough copies to include officials, timers, coaches and others that may need the information. Omit any advertising that would have gone into the programs.

3. Confer with the Meet Referee for any last minute items

4. Insure the Meet Marshals are in place for Warm-ups

5. Insure that all teams have a copy of the Warm-up Schedule, Procedures, and Lane Assignments and that copies of those items are prominently posted around the facility

6. Be prepared to assist the Referee. Remember that the Meet Referee is in complete charge of the competition.

AFTER THE MEET

1. Complete the required meet reports as prescribed by *ISI Rules and Regulations*
 - Meet Results- Email full meet backup to the ISI Office within in one (1) day of the conclusion of the meet
 - Financial Report- Fill out Financial Report attach Team Report from final meet result back-up and send in with payment within 60 (sixty) days of the conclusion of the meet.
 - Officials Report- coordinate with the Meet Referee that the report has been tracked in OTS and sent to the ISI office
2. Retain all financial records and meet documents including results, timing system sheets, lane-timing sheets, relay forms and DQ slips so that they will be available for review by if required.
3. Prepare a final report for your club on the meet

Sanctions

Illinois Swimming is delegated with the responsibility of issuing Sanctions within its geographic boundaries on behalf of USA Swimming as described in *USA Swimming Rules and Regulations*, Part 2, and Article 202. Sanctions are issued to USA Swimming clubs to conduct swimming competitions, benefits, exhibitions, clinics or entertainment involving competitive swimming.

Applicants for a sanction should read and understand *USA Swimming Rules and Regulations* Article 202 and the *ISI Rules and Regulations*. Special attention is called to the following points:

- A. No sanction will be issued to any organization whose interest is solely commercial or profit motivated.
- B. All athletes competing in sanctioned events must be registered athlete members of USA Swimming. Athletes are generally required to register through their club.
- C. Sanctions are not transferable
- D. The word "Olympic" may not be used without the consent of USA Swimming
- E. A copy of complete meet information and appropriate payment must accompany application for sanction.
- F. Sanctions must be granted in advance of the event.
- G. Any meet information must be include all required wording as stated in *USA Swimming Rules and Regulations* Article 202.

APPLICATION PROCEDURE:

For swim events other than inter-squad meets, prior-scheduling approval is usually required. For events approved by the ISI office and placed on the ISI schedule (inclusive of a closed invitational), the Sanction Application shall be submitted to the Office as the same time as the complete meet information (December 1st- LC, May 1st-SC). All other meets must be sanctioned fourteen (14) business days in advance.

The complete application should include:

- Sanction Application Form
- Sanction Fee
- Complete Meet Information
 - Entry Forms and Summary Sheets
 - All other meet information attachments as needed
 - Name of certified Meet Referee, Meet Director, Entry Chair, and Safety Director
 - Warm-up schedule
- TM events file exported from MM
- Emergency Action Plan for meet facility

If the application for sanction is incomplete or incorrect, it will be returned to the applicant and no sanction will be issued until all omissions or errors are corrected. Once the application is complete and correct, the Sanction Officer will issue the sanction. The application form can be found on the ISI website.

PENALTIES

If your application to sanction is received passed the stated deadline you will be required to pay a \$100.00 (one hundred dollar) late fee in addition to the sanction fee. You will also be required to obtain permission from all clubs hosting on that weekend. If any club refuses you will forfeit your sanction application fee and late penalty fee, in addition to not being allowed to host your event.

Session Duration

USA Swimming Rules and Regulations Section 205.3.1(F) requires that:

“With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.”

The 4-hour rule was put in place to insure that athletes, especially our younger and less experienced swimmers, would not be expected or required to spend an excessive amount of time at a meet. If meets are too long, the concern is that younger athletes (and their parents) will divert their interest to other sports where the completion time is much shorter. The extended length of meet sessions is a frequent comment received by the ISI office. For this reason, the 4-hour rule must be upheld.

Illinois Swimming expects each club hosting an age group meet to comply with the 4-hour rule. In order to accomplish this, ISI suggests the following procedures to be used by each hot-Club to manage their meets. A Club may also choose to follow other procedures so long as they stay within the spirit and restrictions of the 4-hour rule. Clubs that consistently violate the 4-hour rule will be subject to penalties and/or fines, *ISI Rules and Regulations* Article 208.1.2.

The following procedures are recommended to all Clubs hosting meets in order to insure compliance with the USA Swimming and Illinois Swimming 4-hour rule. [Note: the following procedures assume that the Hy-Tek Meet Manager (MM) program will be used. If another program is used, similar procedures should be adopted.]

1. Edit the Meet Packet template with the following statement (or equivalent): “The Meet Director reserves the right to limit entries, events or heats, or to modify the meet format, in order to conform with the 4-hour session.” You should also include in Meet Information any provisions that may be followed (see below) if it becomes necessary to stay within the 4-hour rule.
2. Set-up each session of your meet well ahead of the meet entry deadline; use a 30-second interval to compute the timeline for each session. Note: If you are prepared to use the ‘fly over’ starting procedure in the meet, you may use a 20-second interval for the timeline; however, this starting procedure should be used only if you have experienced officials who are prepared to operate with this procedure. This possibility must be included in your meet information.
3. Process the meet entries and enter into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session length as entries are processed. REMEMBER TO MAKE SURE YOU ENTER YOUR OWN TEAMS ENTRIES FIRST. (NOTE: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)
4. When the 4-hour limit is reached for any session, determine whether you can modify the format of the meet as provided in the meet information to stay within the 4-hour limit. If not – do not accept or process any more entries for that session.
5. Notify all clubs (or individuals) with additional entries for that session that the entry limit has been reached for that session and that no further entries can be accepted. You should offer the club the option of accepting their entries into other sessions of the meet, or returning the club’s entire entry.
6. You will be notified by Program Ops of Illinois Swimming if you have exceeded any session length from the timeline provided to them from the ISI office after receiving your full MM back up for registration recon.

The following meet format modifications may be considered to avoid exceeding the 4-hour session limit. However, as noted above, the meet information must have included the possibility of these changes. All affected Clubs must be notified of these changes when they are made – email notification is acceptable.

1. Elimination of relays from the session
2. Running certain distance events as a separate session after completion of the regular session. This should only be done for distance events 800 yards/meters or longer.
3. Using 'fly-over' or other modified starting procedures
4. Limiting the number of heats in certain events, or in all events of the session. Keep in mind that this procedure will affect the C-level swimmers to a greater degree when they are included in the meet.
5. Elimination of a specific event
6. Reduce the number of allowed entries per swimmer in a session; however, provision must have been made in the entry process for each swimmer to identify the event(s) to be dropped and the restriction must apply to all swimmers in the affected age group.

The following change CANNOT be used to resolve a long session:

1. Split an extended session into two sessions having the same age groups by inserting a "break" into an existing session.
2. Eliminate planned or announce 'breaks' if a warm-down facility is not available and 'breaks' were offered in the meet information.

When it is necessary for a meet host to close entries to a session, an effort should be made to try to get the rejected team into another meet on the same or subsequent weekend, as appropriate. The ISI office will try to assist in this effort, when possible. Furthermore, each meet host should consider and be willing to accept entries from clubs that have been rejected by other meets so long as those entries do not cause their meet to exceed limits.

Advising Teams the They Did Not Get Into the Meet

One of the hardest things for a Meet Director and/or Entry Chair to do is send entries back and tell a team that there is no more room in the meet. You will be told repeatedly that, "We are here for the good of the swimmers and our swimmers need to swim in your meet!" Take this argument to heart and remember that you do no one a favor – either the swimmers properly entered into your meet or those you turn away – if accepting them transforms the meet into a nightmare with six-hour sessions, and you as the host club incur sanctioning penalties.

If your meet information says that you will limit your meet- then you must do so. Your entrants count on it and Illinois Swimming expects it as a condition of your Sanction. Help keep swimming fun!

Entries & Check In

Entry personnel are responsible for receiving entries and entering swimmers into the meet in accordance with *USA Swimming Rules and Regulations*, the *Illinois Swimming Rules and Regulations* and the meet information. 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.

Membership/Registration Verification Procedure

All participants in a sanctioned meet must be "athlete" members of USA Swimming. All individuals working in a coaching capacity at a sanctioned meet must be "coach" members of USA Swimming. All Meet Directors and Officials must be "non-athlete" members of USA Swimming.

The Meet Director may accept athlete membership registrations at the meet, but not for any coaches or other non-athlete members.

The Meet Director must verify that all participants:

1. Are USA Swimming "Athlete" Members by providing a Hy-Tek Meet Manager back up or SDIF compliant back up to the Illinois Swimming office no later than noon (12:00PM- CDT) on the Monday preceding the first day of the meet. A pre-meet recon will be done from this back up, which will also be used to check the meet session timeline and forwarded to Program Operations for review. The Illinois Swimming office will reply with a list of athletes who are not registered or need changes/corrections to their information. In addition, the Illinois Swimming will also contact each individual club of any athlete registrations as they pertain to their members only. The Meet Director is responsible for resolving the registration issues for all athletes entered into the meet with the exception of athletes notated as "Not Currently Registered".

2. Competing as unattached swimmers are properly listed as UN with the correct LSC noted (i.e. UN-IL, UN-IN, and UN-WI, etc)

The Meet Director will be sent on the Thursday preceding the meet an abbreviated report of all Coaches and Officials currently registered with Illinois Swimming and instructions on checking membership requirements. Acceptable proof of registration is:

1. A printed copy of the Club's Membership Status Report from their Club Portal, always check to make sure the date of the report is current from the Thursday preceding the first day of the meet, anything run previously will not show current membership status and should not be accepted.
2. Deck Pass App from a tablet, computer, or smart phone
3. Officials Certification card from OTS (Officials Tracking System)

Scratches and Check-In

Check-in procedures for deck-seeded events, scratch rules and the penalties imposed on swimmers for violating these rules is stated in the meet information. Application and enforcement of such policies at the meet will generally be the responsibility of the Meet Referee (or individual Deck Referee when there is no Meet Referee).

The purpose of the check-in procedure for deck-seeded events is to identify which swimmers will be competing in an event; the entries are seeded after check-in to avoid empty lanes and provide the minimum number of heats.

Advance preparation for the check-in procedure should include providing the check-in report and tables and chairs as needed. Signs directing the athletes/coaches to the check-in area and restating the check-in procedure as published in the meet information and posting of deadlines should be publically displayed. An appropriate location should be selected that is easily accessible to the swimmers but also avoids crowding and /or interference with the meet. A clerk or parental volunteer may be assigned to manage the check-in procedure if an official is not available.

Meet Marshal

Marshals are an important element in the conduct of a safe and efficient meet. They should be involved not only in supervision and control of the warm-up sessions, but also involved in crowd control, deck access, proper competitor and spectator decorum and safe, courteous behavior. They should be responsible individuals who can communicate instructions to swimmers, coaches and spectators without creating an adversarial atmosphere. The exercise of polite, but firm, authority by Marshals will go a long way towards assuring a pleasant, safe and efficient meet. Meet Marshals should operate under the direct supervision of the Safety and Meet Directors, Meet Referee and Facility Manager. The Meet Marshal should indicate their authority and presence by wearing an easily identifiable uniform clearly visible to all in the venue, which may include a colored vest, arm band, uniform shirt or some other brightly colored uniform item.

Illinois Swimming Safety Considerations

According to national guidelines from USA Swimming; Illinois Swimming has developed their own Warm-Up Procedure, which is attached to this booklet in the Appendix. The following considerations are designed to help the host team with an added safety factor, especially during warm-ups, which is when most accidents occur.

1. Safety is an important factor for our programs. Due to increasing liability insurance, we must all follow our guidelines as set forth in the Illinois Swimming Warm-Up Procedure. The Meet Referee may eject anyone not following these guidelines from the meet.
2. Each Team should provide adequate supervision of its swimmers during the competition. Coaches should be reminded that the responsibility for supervision of their swimmers is the same at the meet as when on deck at practice.
3. Meet Marshal(s) shall be assigned by the Meet Director to supervise the overall warm-up. Marshal(s) report directly to the Meet Referee.
4. A swimmer or coach may be removed from the deck for interfering with this authority. Illinois Swimming recommends that not less than two (2) Marshals be present during warm-ups with a minimum of at least one per course.

5. Illinois Swimming Warm-up Procedures will be applied to ALL meets
6. The host team shall define and post the function and use of all lanes in warm-up areas (including continuous warm-up facilities) at all times during the meet.
7. Each team should have a copy of the warm-up schedule.
8. The Meet Announcer shall announce any lane changes and/or warm-up changes as per general and specific. The announcer shall serve as a reminder of the warm-up procedure.
9. Coaches' Meetings should NOT take place during warm-ups.
10. Signs placed at the ends of the lanes clearly stating the use of that lane at a particular time are helpful.
11. Use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms or locker rooms.
12. Except where venue facilities require otherwise, changing into or out of swimsuits other than in the locker rooms or other designated areas is prohibited.

MEET PERSONNEL

Admissions / Sales

The admissions person is often the first meet personnel that spectators encounter when attending a meet. Meet warm-ups typically start 1 – 1 ½ hours before the meet. The admissions area should be set up with a cash box and change approximately ½ hour before the session warm-up starts. Programs or heat sheets may be sold in conjunction with, or separately from admission. Programs or heat sheets should be available until approximately ½ hour after each session starts. The admission person or persons should know the location of posted result, the Lost and Found and the First Aid station.

Announcer

The announcer plays an important role in meet management and control. Under the direction of the Meet Referee and the Meet Director, the announcer controls the tempo of the meet. Under ideal conditions, the announcer should be an experienced individual familiar with the ends and philosophy of the meet operations. The announcer should be constantly alert and able to adapt quickly to meet conditions. The spectators, coaches and swimmers should be kept informed and their interest maintained throughout the meet. This can best be accomplished with timely announcements, information and enthusiastic descriptions of the races where appropriate. A few pertinent announcements are much more effective than too many. An announcer who is familiar with existing records can call attention to swimmers who are likely to set new records, adding to the spectator interest and affording proper recognition to the swimmers involved. The announcer plays an important role in maintaining the meet time line.

The effectiveness of the announcer is improved with an adequate Public Address system that can be heard by everyone in the venue clearly. For developmental meets, announcements calling swimmers to the starting blocks may improve the meet flow. For championship meets, an introduction of finalists and pertinent information about the races increases the championship atmosphere.

The announcer should be provided with a list of team names and abbreviations.

Awards

Awards personnel are needed only during sessions in which events are scored (i.e. timed final events and final sessions of prelim/finals meets). A table, boxes of awards and bags for each team should be supplied. It is helpful to have a list of events for the entire meet; after the awards for a particular event have been completed, the event should be checked off the master list. The computer operator generates award labels. A runner may deliver them to the award area. Each team attending the meet should have a labeled bag to receive the awards for their swimmers. Labels are applied to the appropriate medal/ribbon and the awards are placed in the correct team bag.

Clerk of Course

The Clerk of Course's role and functions vary broadly depending on the nature of the meet. In many situations, these functions may be shared by a number of individuals. In other instances, the Clerk of Course's role may consist only of collecting, organizing and delivering the swimmers to appropriate heat and lanes at the start of their race.

Computer Operator

The computer operator works closely with the Administrative Judge and/or Administrative Referee, and Meet Referee to insure that all results are properly recorded. It is important to remember that no changes or additions should be made to the database or the times achieved at the meet less directed to do so by the Meet Referee or other designated official (Admin Judge, Admin Referee). Questions regarding meet procedures (from swimmers, coaches, etc.) should be directed to the Meet Referee or the Meet Director, depending on the nature of the issue.

Concessions

The concessions area sells food for the spectators and swimmers at the venue. Volunteers from the start of warm-ups to the end of each session should man this area.

Hospitality

A successful hospitality area starts with one or two people in charge of coordinating the menu and purchases / donations. Snacks and drinks are provided for officials, coaches and volunteers inclusive of timers. The area is to be accessible to the deck, but not accessible to spectators or any others not connected directly with meet operations. Hospitality should be set up before warm-ups and should be maintained throughout the meet. It is helpful to have a rotating schedule of volunteers to make sure that the area is clean and stocked. Drinks for lane timers and others who cannot leave their positions are particularly important. Provisions from the hospitality area are not for volunteers at the meet to distribute to their swimmers.

Runner

The runner will collect the lane time sheets after each event and return them to the scoring table. It is helpful if the sheets are in order by lane. At the conclusion of each event, the runner will post the results at various locations that have been pre-determined by the Meet Director. At meets that are deck-seeded, either totally or partially, the runner may be asked to post seeded heat sheets for those events. The runner may also deliver award labels to the person handling that task.

Scorer

The scorer assists the computer operator and the Administrative Judge in organizing and filing/storing result printouts, lane timer sheets, relay cards and timing system printouts. If a watch time is needed from a time, the scorer may be asked to get the information from the appropriate lane.

Timing Equipment Operator & Timers

Although there is usually only one first place winner in a race, each swimmer who participates and legally completes their race achieves an Official Time. This time could meet qualification standards for a future competition, set a local or national record, or it could simply be that swimmer's Personal Best. Official Times should be accurate and valid. Even with the usual electronic timing systems, a back-up system consisting of at least one stopwatch per lane must be provided.

Timing is done by one (or more) Lane Timers per lane. Each of the Lane Timers shall start and stop a watch for each race; the Timers may also press a back-up button for the electronic system at the conclusion of each race. A Head Timer will be assigned to assist any Lane Timer with a malfunctioning stopwatch or other issues. Each lane will be assigned a Head Timer who will check the name of the athlete, the lane number and then record the watch times at the conclusion of the heat. This information will then be collected by a runner and delivered to the Admin Judge and/or Admin Referee.

A Timing Equipment Operator may be responsible for the timing console (e.g. Colorado Timing System), which includes operating the console so that it records times and splits and prints the data. The timing console may be interfaced to send the data directly to the computer. The Operator alerts the Admin Judge and/or Admin Referee of discrepancies between touchpad and backup times and orders the verification of electronic times by stopwatch times.

The determination of possible discrepancies or malfunctions in the electronic timing system, the decision when backup times should be used and what adjustments need to be made to such time, is the responsibility of the Meet Referee.

Since these positions are vitally important to the swimmers' interest, the Meet Director should take an active role in insuring that positions will be filled prior to the start of each meet session. The Meet Director should appoint a Head Timer to secure Lane Timers and conduct meeting to brief all timers on their roles. Lane Timers must be attentive to each race, and should properly position themselves to see swimmers' finishes. For invitational, championship and dual meets, expectations of visiting clubs to provide timers should clearly be stated in the meet information and communicated prior to the meet.

Appendix

Additional Insured Endorsements Are Not Automatically Renewed Each Year !!!

If your club's contract with a facility requires that the facility be named on the policy as an additional insured you may request the Additional Insured Endorsement on line through the USA Swimming website through *CertificatesNow* and receive them immediately after you have created them, 24 hours a day, 7 days a week. (Your club must be a current member club in good standing.)

When requesting your additional insured endorsement you will need to provide the following information:

- Facility Name
- Address
- Contact Person's Name
- Method of delivery (either facility's fax or e-mail address)

If you choose to not access or have trouble with the on-line request procedure you will need to call Risk Management at (800) 777-4930.

Please be aware if you order your certificate through them you will be charged a fee of \$25.00 (twenty five dollars).

Appendix

Step-by-Step Directions to Certificates of Insurance via the Internet

You are now able to request our Additional Insured Endorsements directly from the Internet and receive them immediately after you have created them, 24 hours a day, 7 days a week. Please call Stacy Allen at 1-800-777-4930 x 164 with any questions.

(Swim Club = Insured; Facility, Pool or Location = Certificate Holder and Recipient)

AVOID USING THE BACK BUTTON EXCEPT ON THE LOG OUT SCREEN. "Cancel" acts as the Back Button.

1. Sign onto the Internet and go to: www.certificatesnow.com or link to the site by going to www.usaswimming.org under "Insurance / Risk Management" found under Member Resources.
2. Login: **USER ID:** LSC 2 digit code (all caps).a dash (-), plus your swim club's code (all caps)
Example: **IL-XXXX** = Illinois X Team **PASSWORD:** SWIM (all caps)
3. Select "**Certificates**" on the Navigation bar
4. Select "**Deliver**" on the Navigation bar
5. Confirm Insured name (Swim Club) is correct and verify address
6. Select "**20__ Swim Certificate**" and click "**Continue**"
7. If this is the first time you or anyone from your club has used this online service it will say "**No Records Found**" unless someone from Risk Management Services, Inc. has gone online and entered the information for you.
8. If this is the first time you are requesting a "**Certificate Holder**" or if you are requesting a **new** "Certificate Holder" click on "**New Recipient**" and enter the facility/pool/location information in the spaces provided, then select **Save**
9. If a certificate has been issued on line to the "**Certificate Holder**" previously, select from the list of "**Certificate Holders**" and hit "**Continue**". (If your club has never used this website before there will likely be no Certification Holders on file).
10. You should see a column that has the name of the facility/pool/location that you have added select it again and hit "**Continue**".
11. On this page you should see a column that has the "**Certificate Holder**" you've selected and a column underneath that says "**Recipient**". Select "**Add recipients**" and you are going to select the same facility/pool/location you did the first time. And hit "**Continue**"
12. This page you should see a column that says "**Certificate Holder**" with the name of the facility/pool/location that you have selected and it should also have the same facility/pool/location under "**Recipient**". If the information is correct hit "**Continue**".
13. This page you need to select a "**Delivery Method**" for Certificate Holder and each Recipient. Click "**Continue**",(fax, e-mail)
14. "**Preview**" verify Certificate Holder(s), Recipients and Delivery Method(s)
15. If you need to make a correction before delivering the certificates, go to the Navigation Bar and click "**Certificates**" which brings you back to the first page. While you will go through steps 3-6 of the process, you do not lose any of your information.
16. If all is correct, hit "**Deliver Now**"
17. If you are finished go to "**Logout**"

Appendix

KEEPING TRACK OF E-MAIL ENTRIES

Make a new folder in your inbox. Give it the specific title of the meet. You can rename it for the next one, (Example: Oktoberfest Meet 2014). To rename, right click on the folder and choose RENAME from the drop-down menu.

Move all e-mails regarding the meet into this folder IMMEDIATELY upon receipt. (Drag and drop or right click and choose SEND TO FOLDER). You can sort them by date received, by sender or by subject if you need to find a particular e-mail. Do this by clicking on FROM, SUBJECT, or RECEIVED on the bar at the top of the folder you are using.

Process the e-mails one at a time in the order they are received. **Print the text of the e-mail.** Write the team code at the top of the printed e-mail for quick reference. You need to request that the following are displayed in text in the body of the e-mail: number of swimmers, individual events and relays. This will provide a quick check as load the entries into Meet Management Program.

Open the e-mail and save the attachments. On your desktop or documents make a new folder with the team code (Example: ACAD). Save the attachments into this folder. You may require that teams send the entry printout attached to the e-mail along with the entry file exported from their program. Save this in the team folder also.

At this point, you choose how to proceed. Either process each e-mail in your Meet Management program as you move it to the team folder or print each e-mail and save the attachments. **DO NOT ERASE THE E-MAILS FROM YOUR INBOX FOLDER UNTIL THE MEET HAS CONCLUDED.**

Open your Meet Management Program and import your first received entry. The number of swimmers, events and relays should match the e-mail you printed out. **If there are any exceptions, print a copy of the exception report and save the report to the team folder on your computer.**

Save a copy of the Meet Management Team Entry List report. In Hy-Tek Meet Manager go to the Main Menu choose REPORTS, ENTRY LISTS and select the specific team you just imported. Save the file in the team folder as directed above from the Exception Report. You may print this report out if you want to at this point. If the team has entered Unattached swimmers, save this report to the team folder also.

From the meet folder of your Inbox, select the e-mail of the team you just processed. **Send a reply to the contact person with the team entry list from MM attached.** If you wish, you may use the wording on the last page of these instructions, depending on your circumstances. There is wording for e-mailed entries with no problems, one for paper entries (if accepted) with no problems, one for e-mail entries with exceptions and one for entries that have been corrected and returned. You may use the wording to copy and paste into your emails if you wish.

In your e-mail program, create a new group and give it the meet name (Example: Oktoberfest Meet 2014). **Add the contact person** for the team you just processed to this group. You may want to add another contact for this team if one is mentioned in the e-mail or on the summary sheet you received in the mail with the meet fees. This gives you an easy way to get in touch with all teams in your meet.

File the paperwork (e-mail, summary sheet, etc) in the team folder if everything is correct. File it in your PROBLEM folder if there are exceptions or other problems.

Rename the team folder on your computer DONE team code. (Example: DONE ACAD) If the entry is correct or EX team code (Example: EX ACAD) if there is a problem or exception. Since the folders appear in alphabetical order, all the finished (DONE) ones will be together, as will the problem (EX) ones. It is easy to what you have processed.

If a team provides **corrections** to their meet entry (you may wish to request an entirely new file) make a SUBFOLDER under the team folder on your computer and name it team code UPDATE (Example: ACAD UPDATE). Print the e-mail and move the attachments to the team update folder. Process this immediately (the outer folder may already be named DONE and you do not want to miss the update. You can rename the outer folder, if you choose, to reflect that the entry is not completed in MM as yet). Open the MM, delete the team (if you have an entirely new entry file) and import as normal. Save the team entry list report and send an e-mail to the contact person with the updated information and the new report attached. Rename the UPDATE folder DONE ACAD UPDATE.

When you have finished the meet entries, all the information should have been saved to your computer and an additional copy saved to a remote location or drive.

Appendix

E-mail wording confirming and detailing entries and problems

For Electronic Entries

Attached is a Word document report with your team's entry for the (insert name of meet, location and date). (Enter Team Code, enter number of swimmers submitted in number of individual events and number of relays.) Please review the report carefully and get back to me within 24 hours if you note any discrepancies. If there are changes you MUST send me an entirely new entry file, including supporting paperwork, details in the e-mail and the appropriate entry fee. Make sure that all your swimmers and all their events are in the new file. I will process the new file and send you the final report. No further changes will be made. This final report will serve as your OFFICIAL entry should questions or discrepancies arise at the meet.

If no reply is received within 24 hours, the attached will be considered your club's official entry. The deadline for entry fee payments is (insert a date).

For Paper Entries (with e-mail contact)

Attached is a Word document report with your team's entry for the (insert name of meet, location and date). (Enter Team Code, enter number of swimmers submitted in number of individual events and number of relays.) Please review the report carefully and get back to me within 24 hours if you note any discrepancies. If there are changes you MUST send me the changes via e-mail within 24 hours. I will process corrections and send you the final report. No further changes will be made. This final report will serve as your OFFICIAL entry should questions or discrepancies arise at the meet.

If no reply is received within 24 hours, the attached will be considered your club's official entry. The deadline for entry fee payments is (insert a date).

For Exceptions

Attached are two Word documents reports with your team's entry for the (insert name of meet, location and date), and the exception report for problems with one or more of your swimmers. Please review the report carefully and get back to me within 24 hours if you note any discrepancies. If there are changes you MUST send me an entirely new entry file, including supporting paperwork, details in the e-mail and the appropriate entry fee. Make sure that all your swimmers and all their events are in the new file. I will process the new file and send you the final report. No further changes will be made. This final report will serve as your OFFICIAL entry should questions or discrepancies arise at the meet.

If no reply is received within 24 hours, the attached will be considered your club's official entry. The deadline for entry fee payments is (insert a date).

For Updated Entries

Attached is Word document report with your team's updated entry for (insert meet name, location and date). (Enter Team Code, enter number of swimmers submitted in number of individual events and number of relays). Please review the report carefully and get back to me within 24 hours if you not any discrepancies. No further changes will be made after that time. This final report will serve as your OFFICIAL entry should questions or discrepancies arise at the meet. If no reply is received within 24 hours, the attached will be considered your club's official entry. The deadline for entry fee payments is (insert a date).

Appendix

GUIDELINES FOR SAFE SPORT AT MEETS:

Meet Director:

Prior to the Meet:

- Identify Emergency Services and their contact information for the facility including any location that must be identified (ie Door 43 at Hampton High School)
- Determine responsibility for enforcing USA Swimming Code of Conduct (Article 304) and Athlete Protection Policies (Article 305), these would include deck access, camera use, etc.
If it is the responsibility of the Facility Management:
 - a. Obtain names and contact information of facility staff for use by Meet Management, Officials and Meet Marshalls during the meet.
 - b. Establish a Chain of CommandIf it is the responsibility of the Meet Management:
 - a. Use these guidelines to develop a plan for handling situations that might occur.
 - b. Establish a Chain of Command at the meet
- Confer with the Meet Referee:
 - c. Discuss how Code of Conduct and Athlete Protection violations will be managed during the meet
 - d. Have a clear reporting structure for all members of the Meet staff and volunteers that can easily be communicated and carried out by all workers at the meet. (Example: Volunteers in concessions, admissions, and meet management roles should report to the Meet Director. Volunteers in roles of Timers, Meet Marshalls, and Officials should report to the Meet Referee)
 - e. Determine if the Meet Referee or the Meet Director will brief Officials, Meet Marshalls and Timers on Safe Sport policies and best practices.
- Prepare briefing sheets for Meet Marshalls, Officials, Timers and Coaches meeting regarding Safe sport policies and best practices, or use those located in the Safe Sport Handbook. Distribute to other volunteers at the meet so everyone is informed.
- Check the USA Swimming “Individuals Permanently Suspended or Ineligible” list for listed individuals notating anyone listed from your current location. *****It is important to remember that banned individuals are allowed to be spectators at a meet and may be in the stands. They cannot be present on deck, coach, or perform any function at the meet requiring USA Swimming Membership. If a banned member is identified and observed to be doing anything other than spectating, intervene immediately.*

At to the Meet:

- Ensure volunteer and coaches briefing sheets are distributed appropriately
- Meet Referee, Meet Director, or designee will need to brief Meet Marshalls prior to each session or change of staff. Designate who will participate in Officials and Timers briefing in regards to Safe Sport.
- Be visible and active during the meet on deck and elsewhere in the venue as much as possible. Check in with your volunteers frequently during the meet.

REMEMBER, THE MEET DIRECTOR AND MEET REFEREE MUST ,TOGETHER, USE COMMON SENSE AND CONSISTENT APPLICATION OF USA SWIMMING RULES AND SAFE SPORT POLICIES FOR THE PROTECTION OF ALL USA SWIMMING MEMBERS, VOLUNTEERS AND SPECTATORS OF THE MEET.

Appendix

GUIDELINES FOR SAFE SPORT AT MEETS CONTINUED:

Potential issues and how to respond

What if you receive a report that someone in the stands is acting suspiciously?

Go directly to the individual and politely ask them who their swimmer is, and their team affiliation. Determine the purpose of their attendance. If they are taking pictures, ask to see their pictures. Explain that your concern is athlete safety. You have now put the person on notice that they are being watched. If the answers you get are not satisfactory, take the appropriate action that was discussed with you and your Meet Referee prior to the meet, up to and including contacting authorities.

What if you receive a report that there is a suspicious person in the locker room?

Notify facility staff/security if you are in a shared use facility. If the facility does not have its own response procedure, you and another adult and/or facility security should go immediately to the locker room and confront this individual. Make sure all athletes in the locker room are safe and then determine why the individual is in the locker room. If the individual attempts to leave, follow him/her until you have determined there is no further threat and if further action is necessary. Remember, you are NOT the police. Any hint that this person should not be in the locker room will likely warrant a call to authorities.

What if you get a report of a peer to peer incident on deck or in the locker room?

Talk with all athletes involved to determine what has happened. It is important to involve parents/guardians and coach in any discussions with athletes. Remind all of USA Swimming Rules Article 304.3.7 and Article 304.3.8(D) which addresses bullying and peer to peer abuse.

Appendix

Safe Sport Briefing Sheet: MEET MARSHALLS

- No cameras (including cell phone cameras) or other recording devices are allowed behind the blocks at any time. If you see a camera you should:
 - a. Inform the camera user of the rule and request that it be put away
 - b. Inform the Meet Director/Facility Manager of the camera use. Do this even if the camera user puts the camera away when asked.
 - c. Exception: a credentialed, official Meet Photographer identified by the Meet Director and available to all athletes is allowed behind the blocks after the start.
- Good sportsmanship is expected at all times.
 - a. Bullying and taunting is prohibited at all times on the deck. Bullying is defined as any severe word, act or gesture directed at someone that a reasonable person believes has the effect of causing harm, the fear of harm, the fear of harm or a hostile environment. Taunting is defined as expressing contempt or ridicule.
 - b. If you see these behaviors:
 - Stop the behavior immediately
 - Inform the Meet Director, Meet Referee, or the nearest Official and let them handle the situation.
- Deck changing is prohibited at all times on the deck. If you see someone deck changing you should;
 - a. Inform the swimmer of the rule and instruct the swimmer to go to the locker room or designated changing area.
 - b. Inform the nearest Official, Meet Referee or Meet Director of the swimmer involved and your actions.
- Rubdowns and massages are not allowed except by a Licensed Massage Therapist or other certified professional who is not a coach. If you see this behavior you should:
 - a. Ask to see their Meet Deck Credential or check with the Meet Director
 - b. Ask them to leave the deck if they do not have a Deck Credential or if they are not authorized by the Meet Director.
 - c. Inform the Meet Director or Meet Referee of anyone on deck without authorization.
- Swimmers are not allowed to sit on the lap of any coach or other non-athlete member that is not part of their family. If you see this happening you should;
 - a. Remind the adult of USA Swimming Rule Article 305.1 of the Athlete Protection Policy and ask them to stop the behavior. Remind the adult that this is also a Code of Conduct violation.
 - b. Inform the Meet Director of the behavior and those involved.
- Only registered coaches, officials, swimmers and meet volunteers are allowed on deck. If you see someone who does not appear to belong on deck, ask that person why he/she is on deck.
 - a. Volunteers must have identification such as a name tag, T-Shirt, etc. If not identifiable as a volunteer, inform the Meet Director/Facility Manager immediately.
 - b. Non-athlete members such as coaches and officials must be able to prove current registration through either a card, or Deck Pass App or a deck credential. If no identification is produced, escort him/her to the Meet Director to obtain a Deck Credential
 - c. If he/she has not reason/right to be on deck, ask him/her to leave and provide an escort off the deck if necessary. Inform the Meet Director/Facility Manager if there is any refusal to leave and/or threatening or belligerent behavior.
- Remember, you have an active role in keeping the swimmers at this meet safe. You are not deck to be a parent, a fan or a coach. Be vigilant in keeping your assigned area safe for all athletes, volunteers and non-athlete members of USA Swimming.

Safe Sport Briefing Sheet: TIMERS

You are an Official of the meet.

- Do not text or use cell phones during the meet. Ask the Chief Timer for relief if you need to do so.
- No cameras, cell phone cameras, or other recording devices are allowed behind the blocks at any time.
- If you observe camera use behind the blocks, notify the Chief Timer or the nearest Official, who will then notify the Deck Referee.

Appendix

Safe Sport Briefing Sheet: COACHES

Thank you for attending our meet (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet please contact please contact us at any time.

Several reminders to insure everyone can have a great experience at this meet:

- No cameras or other recording devices are allowed behind the blocks. If you are going to be taking video of your swimmer, please stand on the side or at the turn end of the pool.
- Deck changing is prohibited at all times. Please help us by having your swimmers use the locker rooms or other designated areas for changing and support our Meet Marshalls when they remind your swimmers about this rule
- Rubdowns or massages are not allowed except by a Licensed Massage Therapist or other certified professional, who is not a coach. Any rubdown or massage performed at the venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. If you plan to have a Massage Therapist with you at the meet, please inform the Meet Director prior to the meet and discuss appropriate open/public location for their services.
- Athlete members are not allowed to sit on the laps of coaches and Non-Athlete members who are not family. If you see this, please remind the adult of USA Swimming Rule Article 305.1 of the Athlete Protection Policy. This behavior not only looks inappropriate, but is a violation of the Code of Conduct.
- As we ask all our volunteers and staff, if you see something suspicious or something that makes you uncomfortable involving any athlete at the meet, please report this to the Meet Referee or Meet Director immediately.

Appendix

How To Make a Good Volunteer Great

1. Recruit Volunteers. Don't wait for volunteers to speak up – take the first step and approach people to serve on a committee or carry out specific duties. Once they have agreed, explain the value of their contribution to the program, and emphasize the importance of reliability and commitment.
2. Match the volunteer to the job. By listening to volunteers, you'll find out why they want to be involved, what their interests and talents are, and how much time they are able to give. Give complete and accurate descriptions of all tasks and make sure the volunteers understand any requirements for training and/or certification, as well as time commitment.
3. Provide training. Training will enable the volunteer to perform his tasks competently and to understand how his work relates to that of others. While a volunteer may already have great skills and experience in doing whatever job you have assigned him, he needs to know how his role fits in to the overall program.
4. provide guidance and reinforcement. It is important to provide volunteers with positive feedback and guidance for their jobs. Just as our swimmers need a pat on the back so do our volunteers. be quick to praise and be sure to provide direction so that these volunteers become increasingly more effective.
5. Share the glory. Volunteers want to feel that their efforts contribute to the success of the team, whether it be a meet or a fundraiser. Be sure to share the glory and the limelight with those volunteers that made the success possible.
6. If you are in charge of volunteers. The volunteer who feels appreciated is more likely to be productive. Here are a few suggestions on how to work with and keep volunteers.
 - Smile
 - Greet volunteers by name
 - Introduce yourself to a new volunteer
 - Provide donuts and coffee or soda for planning meetings
 - Create pleasant surroundings
 - Accept their individuality
 - Recognize and accommodate personal needs
 - Maintain safe working conditions
 - Invite participation in policy formulation and planning
 - Enable volunteer to grow through activities
 - Provide opportunities for conferences and evaluation.
 - Enlist them to train other volunteers
 - Distinguish between groups and individuals in the group
 - Celebrate outstanding projects and achievements
 - Take time to talk
 - Host informal social events
 - Plan ceremonial occasions
 - Send holiday and birthday cards
 - Nominate for volunteer awards
 - Praise them to their friends
 - Award special citations for extraordinary achievements
 - Promote a volunteer – of – the month program
 - Send a letter of appreciation
 - Write "thank you notes"
 - Say "We missed you"

NOTES