



# Meet Director

New England Swimming

9/15/2021

# What is a Meet Director? Rule 102.9

- Shall be appointed by the meet Host. Responsibilities include BUT are not limited to:
  - Procuring awards;
  - Procuring the facility;
  - Obtaining the meet sanction;
  - Preparing the facility;
  - Arranging for personnel, equipment (including appropriate timing equipment as specified in 102.24), and the supplies necessary for meet operations;
  - Processing of meet entries;
  - Printing meet programs and heat sheets;
  - Preparing, distributing meet results and filing the LSC post meet reports.

# Certification for New Meet Directors

- Attend New England Swimming Meet Directors Clinic (3 years).
- Pass an open-book test (3 years).
  - Passing grade 80%.
  - Knowledge of USA-S and NES rules and policies
  - Test Prepared by the Technical Planning Chairman
- Register as a USA-Swimming non-athlete member (annual).
- Pass USA-Swimming Background check (every 2 years).
- Take USA-Swimming Athlete Protection Training (every year).

# Recertification for Meet Directors

- Attend New England Swimming Meet Directors Clinic every three years.
- Pass an open-book test of USA-S and New England Swimming rules prepared by the Technical Planning Chairman.
- Re-register annually as a USA-S non-athlete member.
- Maintain USA Swimming credentials (APT, Background checks).

# Many Expectations

## Swimmers

- Fun and competitive atmosphere
- Quality awards
- Clean facility (water & air quality, bathrooms)
- Relaxing place to rest and socialize with teammates
- Good food (snacks, drinks...)
- Prompt posting of results (including splits & time standards)
- Awards ready to be picked up by the end of the meet

## Parents

- Safe environment for their swimmers
- Well organized event
- Good communication (NES website, meet programs)
- Clean facility (water & air quality, bathrooms)
- Good spectator viewing
- Drinks when timing
- Good food (snacks, drinks for their swimmers)
- Prompt posting of results
- Timely distribution of heat sheets (with time standards and records)

## Coaches/Officials

- Well organized event
- Good communication (NES website, meet programs)
- Clean facility (water & air quality, bathrooms)
- Safe environment (no slip / trip hazards)
- Good and healthy hospitality (snacks, drinks, meals)
- Prompt posting of results

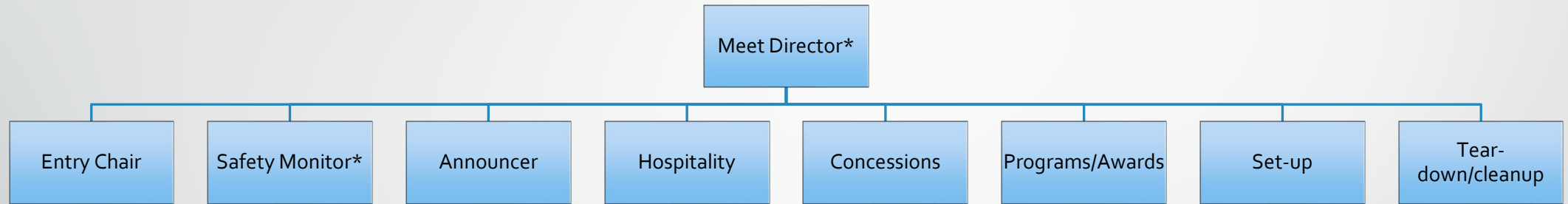
## NES/USA Swimming

- Follow USA Swimming and New England Swimming rules
- Complete Sanction applications & create meet announcements
- Follow the sanctioned format in your meet announcement
- Personnel on Meet Announcement present (MR/AR/AO)
- Submit the appropriate reports on time
- Posting pre-meet and post meet reports & results

# Leadership Team

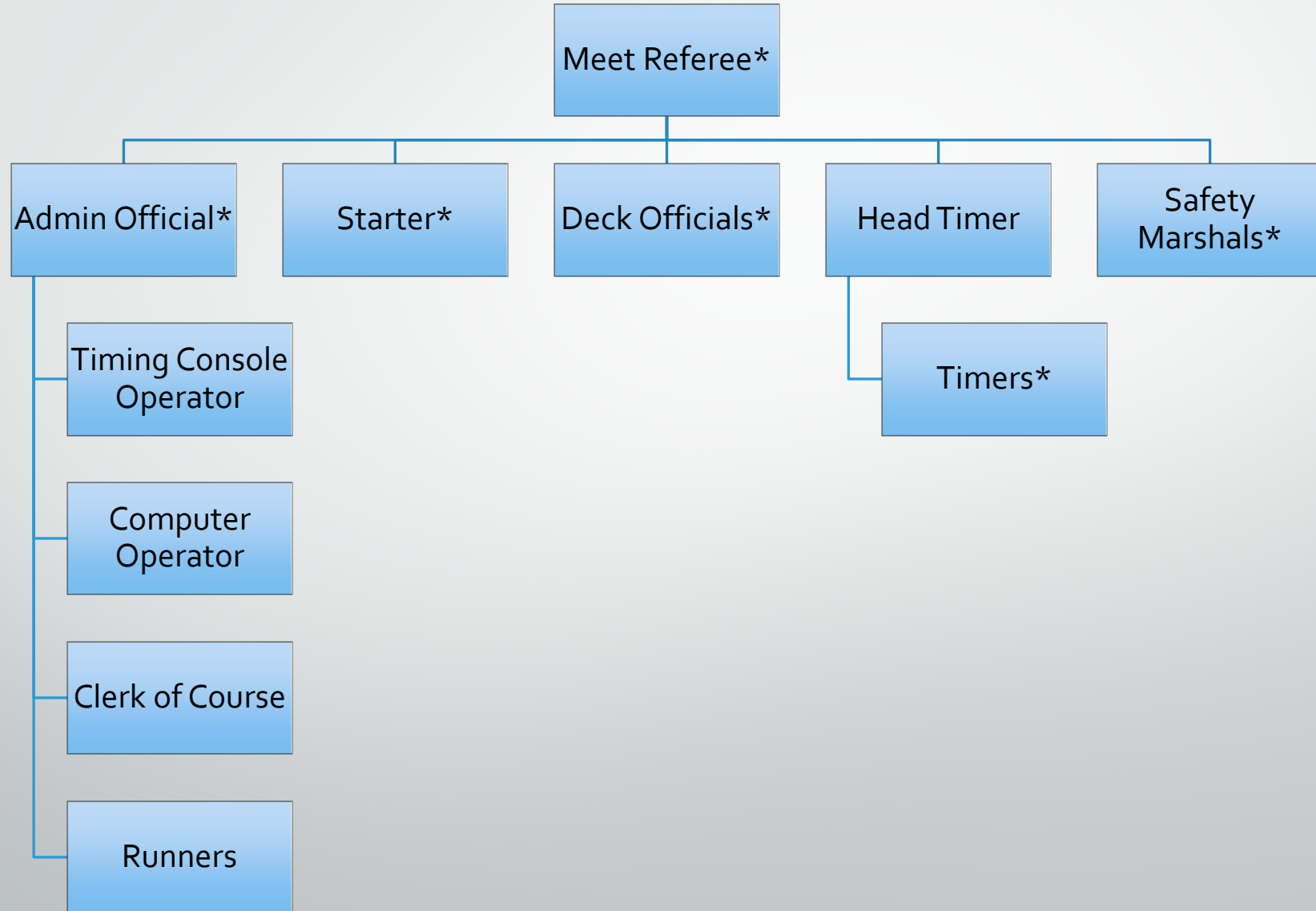
- Meet Director
  - Pre-meet planning and organization
  - Facilities coordination
  - All volunteers not under supervision of Meet Referee
- Meet Referee
  - Full authority over the conduct of the meet
  - Responsible for enforcing all USA Swimming rules and regulations
  - Supervises all deck officials and on-deck volunteers
- Meet Director and Meet Referee should work together to coordinate efforts and ensure the meet is run smoothly and fairly.

# Meet Director Organization



- Meet Director delegates responsibility to others, then supervises
- This is not an exhaustive list of positions, your meet may have different requirements
- Consider training volunteers at mock or intra-squad meets

# Meet Referee Organization





# Limitations

- Meet Director and Meet Referee cannot be the same person
  - Meet Director and Admin Official cannot be the same person\*
  - Admin Official and Timing Console Operator cannot be the same person\*
  - Admin Official can't act in any other officiating capacity\*
- \* (except during covid)

## However,.....

- Can have more than one Meet Director, Meet Referee, Admin Official
  - Lead person should be listed on the Meet Announcement and coordinate
  - Must have one of each present at every session
  - Each person must be certified in the position being filled

# Safety Marshals

- Minimum of 2 but facility considerations may dictate more
  - NOT the facility lifeguards!
- Do NOT need to be registered as USA Swimming members
- Responsible for helping to ensure that swimmers behave in a safe manner during warm-ups and in other off-deck areas
- Should arrive fifteen (15) minutes prior to warm-ups
- Review Safety Marshal Card and consult with Meet Referee about duties
- Should wear identifying attire, such as a safety vest
- If there is a warm-up/cool-down pool, it must be marshalled through the entire session
- Notify the Meet Referee or coach if a swimmer's behavior is unsafe or unacceptable
- Use appropriate language with swimmers

# Meet Timeline

Time Frame	Task
Annually	Inform parents of meet dates and they need to volunteer
3 months	Secure facility and designate Meet Director
10 weeks	Get commitment from Meet Referee, AO or AR
July 1 or Feb 1	Submit meet bids depending on season
7 weeks	Order awards, set up meet file
6 weeks	Apply for sanction and post Final Meet Announcement on NES website
2 weeks	Entry Deadline-reconcile with on-line tool
Monday Before Meet	Send backup and timeline to NES office
0 Days	Run a great meet!
Within 48 hours after meet	Submit results to NES Office
Within 30 days after meet	Submit all post meet reports and fees to NES office

# Types of Meets

## **Sanctioned Meet:**

- a permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming and New England Swimming rules in which all participating swimmers are athlete members of USA Swimming, except as provided in Article 202.5.1.

## **Approved Meet:**

- a permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules and New England Swimming policies in which both members and non-members may compete
- Typically a YMCA meet

## **Observed Meet:**

- a swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules
- Typically a season culminating High School/Prep School meet (Conference, Districts, Sectionals, States, or large invitational)

# Entry Acceptance Policies

## First-Come-First-Served (FCFS) Procedure

- The host team may reserve entries only for their own team.
- Entries will open at 12:00:00am on the first date of entries.
- Entries received at any time up to and including 12:00:00am on the first date shall be considered tied in sequence.
- Entries received after 12:00:00am on the first date should be taken in the order received with identical timestamps (to the second) being considered tied in sequence.
- Process entries in sequence until the meet is full.
- If any entries tied in sequence are more than can be accommodated, those entries must be sent to the NES office for a lottery.

# Entry Acceptance Policies

## 75%/25% Procedure

- Up to 75% of entries may be reserved for the host team plus any other team the host wishes to invite. Teams in the 75% must submit entries and payment no later than 7 days before the first date of entries or the host may remove them from the 75%.
- If the host team under-estimates the entries for the 75%, the host team must cut swimmers or entries from their own team first, and then follow the entries cut procedure in the meet announcement.
- Entries will open at 12:00am on the first date of entries.
- Entries received on the same calendar day shall be considered tied in sequence with any other entries received on that calendar day.
- Entries received before the first date of entries shall be considered tied in sequence with any entries received on the first calendar day of entries.
- Process entries into the 25% in sequence until the meet is full.
- If any entries tied in sequence are more than can be accommodated, those entries must be sent to the NES office for a lottery.

# Entry Acceptance Policies

Will expire March 30, 2022 unless extended

## 100% Option

- Up to 100% of entries may be reserved for the host team plus any other teams in the New England LSC the host wishes to invite.
- If the meet is not full after processing all invited team entries, teams from within the New England LSC may be accepted in the order received beginning at 12:00:00am on the first date of entries. Entries received before the first date of entries shall be considered tied in sequence with any entries received in the first clock second of the first day of entries.
- If the meet is not full 48 hours after entries open, the host may accept entries from teams outside the New England LSC.



# Meet Bids

## **Meet Bids are due for all NES Sanctioned and Approved Meets**

- July 1 for Short Course Season.
- February 1 for Long Course Season.
- Calendar Committee decides which meets to accept onto the official calendar

## **General Information Needed**

- Dates and type of meet
- Name of Meet Director, Meet Referee, Admin Official, Safety Monitor
- Facility details
- Entry Policy
- No Meet Announcement (yet)



# Meet Announcement

- Start with the **current** Meet Announcement template, found on the NES website.
- Fill in meet specific details in the areas marked in RED. BLUE sections are new this year. BLACK is required language.
- This is where you specify in detail how your meet will be run so take care to get the details correct. Your sanction will be based on this document.
- Many details required
  - Dates, facility details, meet type, personnel, entry acceptance policy
  - Deadlines – first and last dates of entry, payment, time updates
  - Fees – entry, participation, travel, admission, program
  - Other details – awards, scoring, concessions, parking, directions
- Must also include a schedule of sessions and events with start times
- Include your Meet Referee in the review process

# Entry Fees

## Entry fees & swimmer surcharges for New England Swimming Meets:

	Calendar Meets	Reg/Silv	Championship
Individual Events	\$5.00 (T/F \$6.00)	\$6.00	\$10.00
Distance Events	\$10.00	\$10.00	\$10.00
Non electronic entry	add .50 per	+.50 event	add .50 per event
Relays	up to 4 x IE	\$24.00	\$25.00
Time Trials	\$10.00	\$10.00	\$10.00
Travel Fee per swimmer	\$1.00	\$2.00	\$2.00
Participation Fee per	up to <b>\$10 (\$25 for Covid)</b>	\$10.00	\$20.00

**Admissions:** No more than \$3.00 for calendar meets/\$5.00 end of season and Champ meets

Teams may add \$2 to admissions if they offer free, electronic heat sheets.

# Meet Manager Software

- Setting up the meet is essentially transferring the details from the Meet Announcement into Meet Manager.
- Before you finalize your timelines work with the Meet Referee to ensure they are accurate.
- After the meet is set up an event file is created for the attending teams to import into Team Manager or Team Unify.
- It is very important to get all the details correct before sending out the event file to avoid confusion and errors later – Check your work!!!

# Meet Management Software

- New England Swimming recommends that all meets use at least Meet Manager 6.0.
- Use of Meet Mobile is recommended.
- Use of Live Results is recommended.
- Update your OS and Meet Manager Software **BEFORE THE MEET STARTS!.**
- Include Time Standards and Records on heat sheets
- Time Standards can be obtained from the New England Swimming Office.

# Submit Sanction Request

- **Submittable form on the NES website:**
  - Must include the final Meet Announcement (using the current template) in MS Word format including order of events and cover/waiver page.
  - Must include the events file (Hy-Tek) to be posted.
    - Check your event file for accurate fees
  - Must be submitted at least **1 week** before posting to NES website.
  - Must be received no later than **1 week plus 4** days prior to first entry deadline.
- **Pay the required deposit and sanction fees**
  - Check, credit card, credit on file

# SURCHARGES:

	Sanctioned Meets	Championship Meets	Approved Meets	Non-Calendar	Observed	Bay
		Regional Meets		Sanctioned	Meet (High School)	State
		Silvers Meets		Meets/late bids		Games
Sanction Fee	\$25.00 per day	No charge	\$80.00 per day	\$50.00 per day		
Surcharges	<b>\$0.75</b> per event for all individual timed final events	No surcharges	<b>\$1.50</b> per event *	\$0.75 per event	\$5.00 per splash	\$1.50 per splash
	\$0.50 per individual event (Trials/Finals)			No Participation Fee allowed		

\*Reduced splash fees for the following YMCA meets (**\$0.75**):

WMYSL - Western Mass Winter Championships

SENECY – Championship Meet

YMCA Districts

YMCA New England SCY Championship

# Sanction Approval

- Sanction numbers will be issued ONLY after completed sanction request, final Meet Announcements and fees have been received.
- Substantive additions, changes, or corrections to be made to the Meet Announcement after it has been sanctioned and posted must be approved by the New England Swimming Technical Chair.
  - After changes have been approved:
    - Email MSWord Announcement to New England Swimming Office.
    - Email MSWord Announcement to the Meet Referee.
  - Minor changes to not have to be approved
    - Change to Meet Director, Meet Ref, AO
    - Adjustments to session warm-up and start times

# Receiving Entries

- Done by the Entry Chair under the supervision of the Meet Director
- Process entries in the correct sequential order
- For each entry generate some basic reports to send back to team
  - Entry Report
  - Fees Report
  - Use the NES Registration Tool on the website
    - Registration tool may not be fully up to date and doesn't catch flex athletes that have swum in more than 2 meets, or APT alerts.
- Respond to each entry email within 48 hours including all reports and problems
- Keep a copy of each report – either electronic or hard copy



# Checking for Problems

- Check for bad entry times, either too fast or too slow
- Can request coach's times in place of NTs
- Check for missing or empty relay entries
- Exceptions
  - Missing or bad USA Swimming IDs
  - Swimmers entered in the wrong age or gender events
  - Swimmers over entered per day (may intend to scratch down at the meet)
  - Entry times over or under the qualifying times

# Monitor Your Timelines

- Create a session report after each entry to track session timelines
- 20 second heat interval is required for 12&Under sessions and any session where flyover starts are not used
- Sessions involving 12&Under swimmers may not exceed 4 hours
- No session may exceed 5 hours
- May need to have NES Office conduct a lottery (FCFS, 25% of 75/25)
- Notify teams that don't make it into the meet ASAP
- Let the office know so the meet can be marked as FULL on the website

# Four Hour Rule - 205.3.1f

- Sessions must be planned to allow the events for 12 & under swimmers to be completed in four (4) hours or less. Sessions that exceed four hours are not in violation of the rule if properly planned.
- Events for the same 12 & under swimmers shall be limited to one session per day, except for prelim/final meets where events for 12&under swimmers may be offered in prelims and finals.
  - 4-hour rule applies to both prelim and final sessions

# Four Hour Rule - Details

- Time measurement starts at the published start time of the session and ends at the conclusion of the last 12&Under event of the session.
  - Additional events for 13&Over swimmers may continue
  - The rule does not apply to Open events even if 12&Under swimmers are entered
  - Events that are multi-age (including Open events) are included in the rule if the multi-age designations include age groups that include 12&Unders
- “Planning” as defined by the rule includes making sure all equipment is fully functional and that the sessions starts on time.
- Sessions may not be terminated before all individual events have been concluded as a means of complying with the rule. Relays may be eliminated only if the meet announcement allows.
- 12&Unders may compete in an additional session only if the session is Open

# Four Hour Rule - Consequences

- **Fines for non-compliance:**
  - Loss of Meet Deposit.
  - \$1,000.00 fine per session in violation.
  - Loss of Sanction by the club for a subsequent meet, or loss of the right to bid on subsequent meets.
  - Loss of distance subsidy if infraction was during the distance session
- **Application:**
  - 4-hour rule **APPLIES** to any New England Swimming sanctioned or approved meet.
  - 4-hour rule **DOES NOT** apply to New England Swimming End of Season meets.

# Monday Before the Meet

- Send a backup of the meet to the NES Office ([meetsnes@gmail.com](mailto:meetsnes@gmail.com)) and NES Registrar ([registrarnes@gmail.com](mailto:registrarnes@gmail.com))
  - Check of session timelines to ensure compliance with time limits
- SWIMS Registration report
  - Will include all athletes with outstanding registration issues
    - Missing registration, proof of age
    - Unattached swimmers
    - 18&Over swimmers with incomplete APT
    - Flex members that must upgrade
  - Work with teams to resolve issues
- SWIMS Non-athlete report
  - Will include all non-athlete members of each team (coaches and officials) with issues flagged for those that are not fully registered
  - Notify teams of any issues so they can be resolved

# Registration Issues

- **Swimmers**
  - Swimmers that are not fully registered by 5pm the Thursday before the meet may be scratched
  - Unregistered swimmers **MUST NOT** be allowed to participate in the meet
  - \$100 fine per event
- **Coaches and Officials**
  - Coaches and Officials with expired credentials may not work the meet or be on the deck.
  - Meet Directory and Meet Referee should work together to check Deck Pass
  - Unregistered coach - \$100 fine to coach, \$200 fine to team
- Unregistered participants violates your USA-S liability insurance.
- If this individual is involved in an incident, you will have no insurance coverage for that event.

# Posting files on NE Swimming Website

- By the Monday prior to the meet
  - Post/send the timeline and warm-up/timing lane assignments to each team.
- When determining the warm-up schedule
  - Warm up start/duration is determined by the host club –
    - can be adjusted meet to meet based on what the facility and athlete count will allow.
    - Each team needs equal and fair allocation of lanes, even if they need lanes in multiple warm-up sessions
- Required timing assignments are not permitted for NES Calendar meets
  - However, volunteers may be solicited

**\*\*Warm-ups cannot start until Safety Marshals are on deck\*\***



# Inventory/Check Your Equipment

**Meet operations equipment should be inventoried and tested before each meet. Items include:**

- Computers, printers, network and cables.
- Timing system equipment.
- Lap counters.
- Stop watches.
- Supplies (clip boards, paper, pens, tape, toner).
- Batteries (console, headsets, wireless mic).

# Inventory/Check Your Equipment

**Think about which pieces of equipment failure could cause a train wreck!**

- The only computer/printer fails.
- No replacement toner or extra paper.
- The only computer-console cable gets lost.
- Timing system fails and you have enough stop watches.
- Having ONLY minimum number of timing system components for championship meets (pads, consoles, back-up buttons, cables...etc.).

# MAAPP – Minor Athlete Abuse Prevention Policy

- MAAPP applies to all “Applicable Adults” – includes coaches, officials, and any other participating non-members (including timers, marshals, etc.)
- All interactions with athletes must be observable and interruptible
- Separate facilities if available, otherwise work out a way for adults and athletes to not be alone one-on-one (buddy system?)
- Deck changing is prohibited
- Read the policy to understand the details
- Look for MAAPP 2.0 coming soon!

## Safe Sport

- All meet participants are governed by USA Swimming Rules 304 (Code of Conduct) and 305 (Athlete Protection Policies)
- No photography, including video streaming, may take place from behind the starting blocks (including any spectator areas behind the blocks) or in any other area marked as NO CAMERA ZONES
- No use of an audio or video recording device (including cell phones) in changing areas, rest rooms, or locker rooms
- Also coming soon: Host clubs will be required to be Safe Sport recognized

# The Day of The Meet

- Be VISIBLE and Accessible!!
  - You are the volunteer manager and the Meet Director.
  - You are The Problem solver.
  - Are volunteers doing their job?
  - Do they understand their job?
- Review Safety Procedures
  - Walk the deck with Safety Marshal.
  - Review Meet Marshal Safety Card.
  - Is weather a consideration for the meet – review procedures.
- Work with the Meet Referee to resolve issues

# After the Meet

- Email a copy of the Meet Manager backup (not the results file) to the New England Swimming Office ([meetsnes@gmail.com](mailto:meetsnes@gmail.com)) within 48 hours of the end of the meet.
  - Corrections can be made as issues are discovered.
- The meet director is responsible for completing and submitting the following forms and payments within 30 days of the conclusion of the meet.
  - Meet Financial Report or Championship Meet Financial Report.
  - Both are on the NES website.
  - Send Check for meet surcharges and travel fees to the NES Office (note breakdown in memo line).

**Save your meet results and all relevant supporting documents in a neat orderly manner. This could potentially save you hours of work!**

# Notes from the Office!!

- Things most frequently forgotten by meet hosts
  - Give out awards at meet or via mail
  - Notify all teams of acceptance/rejection into meet within 48 hours of entry
  - When meet is full, conduct a lottery for remaining 25%. Inform NES Office that meet is full
  - Use the **Current Meet Template** on the NES website
  - Remember to run your meet through the online registration/validation tool frequently
  - Make sure that your Meet Director and AO are current in their certifications
  - Include your Meet Referee and Administrative Referee on all meet related reports
    - Timelines
    - Non-athlete Registration reports

# Resources and Getting Help

- Meet Directors Clinic Presentation.
- USA-S website [www.usaswimming.org](http://www.usaswimming.org)
  - USA-S handbook, standards, report of occurrence.
- New England Swimming website [www.neswim.com](http://www.neswim.com)
  - Meet schedule, formats.
  - Sanction application, Meet Announcement Template, reporting forms.
  - Safety information.
  - 4-hour rule.
  - Meet Director Guide.
  - NE Swimming Calendar Meet Entry Policy.



# Thank You For Volunteering!!

Thank you for your time today....

Remember, everyone working at a Meet is a VOLUNTEER like you,

Thank you!!!