



Meet Director

New England Swimming

3/26/2025

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

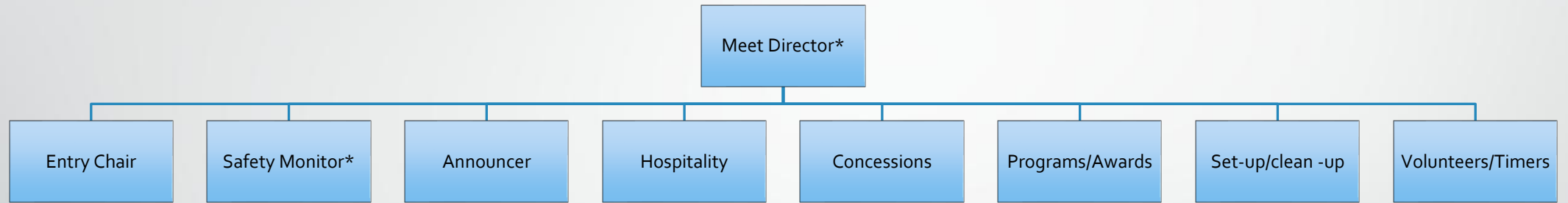
NES/USA Swimming

- 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

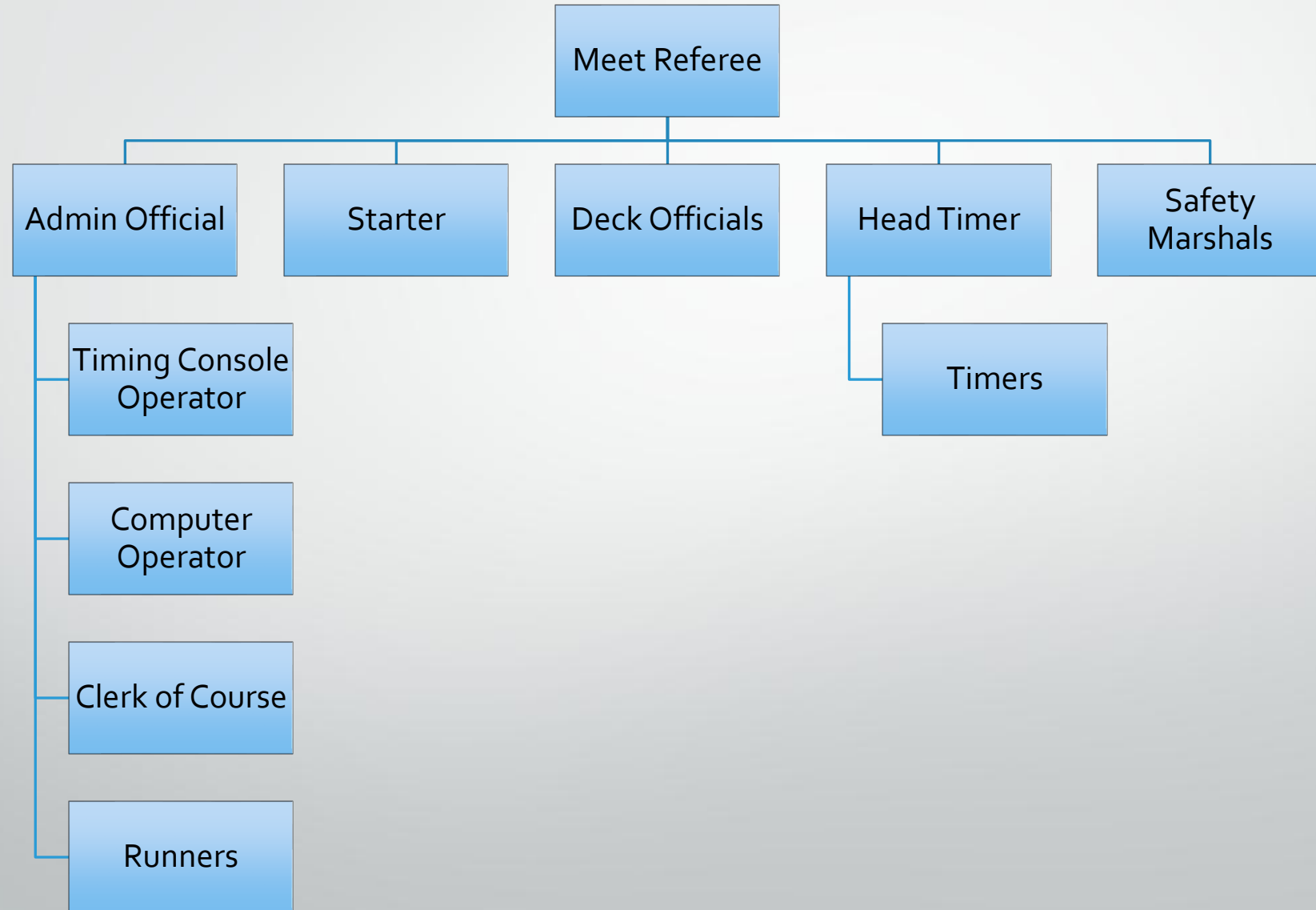
- Meet Director
 - Pre-meet planning and organization
 - Facilities coordination
 - All volunteers not under supervision of Meet Referee, including on-deck volunteers (ex. Timers)
- Meet Referee
 - Full authority over the conduct of the meet
 - Responsible for enforcing all USA Swimming rules and regulations
 - Supervises all deck officials and timers
- 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

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 (one female, one male) 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

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)

Splash & Dash:

- A sanctioned meet that has to be completed within two hours of the competition start time and a club may only host one Splash & Dash meet per day.

New England Swimming Calendars

- **New England Swimming Calendar Meets:**
 - New England Swimming calendar meets are sanctioned meets that are open to all registered members of USA Swimming under the policies of New England Swimming and within the eligibility restrictions the meet host requires. The format of these meets is the discretion of the meet host. These meets must utilize either the 100%, 75%/25%, or First Come, First Serve entry policies, as defined further in this document.
- **New England Swimming Closed Meet Calendar:**
 - Closed sanctioned meets defined by USA Swimming as a competition, or a series of competitions within an independent organization open only to members of that organization (such as NHSA meets open to only NH teams).
 - Approved meets, as defined above
 - Observed meets, as defined above
 - Competition exclusively among members of a single club (intrasquad)

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 am on the first date of entries.
- Entries received at any time up to and including 12:00am on the first date shall be considered tied in sequence.
- Entries received after 12:00 am 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

100%

- The meet host may allocate 100% of splashes for the meet.
- 25% of the splashes allocated must be allocated to New England Swimming teams, excluding the meet host. The meet host must make a reasonable effort at the time of allocation to solicit interest from New England Swimming teams to meet this requirement. Should insufficient New England Swimming teams express interest at the time of allocation, the meet host may proceed with allocating these reserved splashes to out-of-LSC teams.
- If a specified allocation of splashes is granted to a team and agreed upon in writing between the meet host and attending team, the attending team is financially responsible for that allocation if unused, unless the meet host is able to substitute other participants to fill the unused splashes.
- This entry policy may not be utilized for meets conducted in Long Course Meters.

****NEW PROCESS****

Meet Bids

CHAMPIONSHIP MEET BIDS:

- LCM season, will be due at a set date in January.
- SCY season, will be due at a set date in June.
- All bids for a Championship Meet must include a signed facility agreement with the host team for the scheduled dates.

ALL OTHER SANCTIONED and APPROVED MEET BIDS

- LCM season, bids for will be due February 1, or a date identified by the Calendar Committee
- SCY season, bids for all other sanctioned and approved meets will be due July 1, or a date identified by the Calendar Committee.
- Bids may be submitted with a facility to-be-determined, but a signed facility agreement with the host team is required for sanction, as outlined below

****NEW PROCESS****

Meet Bids

EXCEPTIONS:

- A team may host a sanctioned or approved meet without a bid if there are 3 or fewer teams participating AND less than 6 sanctioned meets scheduled for any of the days spanning the request. The host must submit a sanction or approval request no less than 30 days before the first day of the meet. These meets are not subject to the late bid fee or increased sanction fee as outlined below and are not eligible for distance subsidies.
- The Calendar Committee maintains the ability to reject any bid that it finds incomplete or unreasonable.

Late Meet Bids

- Late bids for sanctioned or approved meets will not be accepted if 6 or more sanctioned meets are already approved by the Calendar Committee for any of the days of the late meet bid. If there are fewer than 6 sanctioned meets on each of the days of the late meet bid, the bid will be accepted, if it is reasonable and complete. If the late bid is accepted, a \$500 late bid fee applies. Late bid meets are not eligible for the distance subsidies referenced below.

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. 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:

	Sanctioned	Approved/Non-Calendar Closed	Observed/Bay State Games
Individual Timed Finals Events	\$5.00	Determined by host team	\$5.00 each splash
Trials/Finals Events	\$10.00	Determined by host team	\$5.00 each splash
Distance Events	\$10.00	Determined by host team	\$5.00 each splash
Non-electronic entry	add .50 per event	Determined by host team	
Relays	Up to 4x individual	Determined by host team	
Time Trials	\$10.00	Determined by host team	
Travel Fee per swimmer	\$1.00	\$1.00	
Participation Fee per swimmer	Up to \$25 (if not charging admission) Up to \$10 (if charging admission)	Determined by host team	

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

Teams may add \$1 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 8.0.
- Use of Meet Mobile 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 Meet Manager backup file (Hy-Tek) to be reviewed.
 - Check your event file for accurate fees
 - New England Swimming office will create the Hy-tek event file to be posted
 - 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	Approved/ Non-Calendar Closed Meets *	All other Championships- i.e. Bronze/Silver/(Gold) NE Cup	Age Group/ Senior/Open Championships
Sanction Fee	\$25.00 per day \$50.00 per day if sanction request submitted less than 60 days in advance	\$80.00 per day \$160.00 per Day if approval request submitted less than 60 days in advance	\$25 per day	N/A
Surcharges	\$.75 per event for all timed final events \$.50 per event (Trials/Finals)	\$1.50 per event *	\$.75 per event for all timed final events \$.50 per event (Trials/Finals)	N/A

*Reduced splash fees for the following YMCA meets (\$0.75):
 WMYSL - Western Mass Winter Championships
 SENEKY – 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 but still communicated to the New England Swimming Office
 - 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
- 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 (Please use the NEW USA Swimming ID)
 - 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) and NES Registrar (registrarnes@gmail.com)
 - Check 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
- 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

Updated Registration Policy

It is the responsibility of the Meet Entry Chair, under the supervision of the Meet Director, to verify that all athletes participating in the meet, and non-athlete members assisting with the meet, are registered according to USA Swimming and New England Swimming policies.

- The meet host must submit a meet registration file to the NE Swimming registrar no later than the Monday before the meet begins.
- The NE Swimming Registrar will provide a registration recon report to the meet host who must notify the attending teams that have registration issues to be resolved.
- **The host team must scratch all swimmers whose registration is not valid in the initial registration recon report and must notify each offending team of the scratch(es).**
- Throughout the week, teams must work with the New England Swimming Registrar to resolve all outstanding registration issues. When a swimmer's registration is verified to be correct by the Registrar, an email will be sent to the host team, and the meet host shall reinstate them into the meet.
- All corrections must be completed by 5 pm the day before the first day of the meet. Any athletes who have not been corrected by the deadline will remain as scratched from the meet.

Registration

- It is the responsibility of the meet host to ensure that an updated registration file is submitted to the Registrar in the case of late entries, updates etc.
- Any late entry submissions must be cleared by the New England Swimming Registrar **before** being entered into the meet.
- If a swimmer is not properly registered, a fine of up to \$100 per event will be issued to the individual, member coach or member club submitting the entry. (USA Swimming Rule 302.2)
- On deck registration is not permitted in New England Swimming.
- Host teams who fail to comply with these procedures and deadlines will forfeit their meet deposit. Additionally, results may be ineligible for import into the SWIMS database.

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
- Up to \$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

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

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) 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!

POST MEET FINANCIAL FORM

- United States Swimming Rules and Regulations, Article 202.2.9B requires a meet host to provide a financial statement for the event.
New England Swimming may also require the meet host to furnish receipts for the meet per Article 202.2.96C.
Article 202.2.9D notes that sanctions for meets or any other event cannot be issued if a club has failed or refused to file required meet documents, including the financial statement.
- The contents of your form are not submitted to the IRS. They are internal forms that are used to help determine such things as meet fees and facility usage.
- Many meet hosts tend to estimate their answers, but being accurate only helps the meet hosts and the LSC.

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
 - 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
 - USA-S handbook, standards, report of occurrence.
- New England Swimming website 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!!!