



Meet Director Training

New England Swimming

04/24/2019

Agenda

- General Information
 - Why Am I Here?
 - Who is who?
 - Who is the Meet Director?

Agenda

- Pre-Meet Planning
 - Facility Planning.
 - Meet Sanction and Meet Announcement.
 - Meet Manager file and Team Manager .hyv file.
 - Inventory your meet operations equipment.

Agenda

- The Meet
 - Receiving and processing entries...
 - Swimmer reconciliation...
 - Meet operations and procedures...
 - Results and reports...

Why am I here?

- Hopefully, because you want to be a meet Director.....
 - My team asked me to come.
 - My team requires volunteers hours.
 - Make sure Meet Director is a the right position to volunteer.

What is a Meet Director? USAS 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 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.

Who is Who?

- Meet Director
- Meet Referee
- Administrative Official
- Safety Marshal

Who is Who?

Meet Referee – USAS Rule: 102.11.1

- Shall have full authority over all officials and shall assign and instruct them;
- Shall enforce all applicable rules;
- Shall decide all questions relating to the actual conduct of the meet.
- Can overrule any meet official on a point of rule interpretation, or on a judgement decision pertaining to an action which the Referee has personally observed.

Who is Who?

Meet Referee continued.....

- The Meet Referee and the Meet Director will need to work together to ensure the meet is conducted properly.
- Meet Referee has FULL Authority over the meet and responsible for enforcing USA Swimming rules and regulations for the meet.

Who is Who?

Administrative Official – USAS Rule 102.14.1

- Shall be responsible to the Referee for the supervision of the following:
 - A. The entry and registration process.
 - B. Clerk of Course.
 - C. Timing equipment operator.
 - D. Computer Operator.
 - E. Other administrative personnel.

Who is Who?

Administrative Official continued.....

- The Administrative Official is one who works directly with the Meet Referee and supervises and/or directs the administrative positions on the “dry” side of the meet.
- The Administrative Official’s responsibilities include accurate processing of entries and scratches, seeding and determining and posting official times and results, as well as any other assigned duties.

Who is Who?

Administrative Official continued.....some more.....

- Having a certified Official who has an overview of all the administrative needs of a meet will help things to run more smoothly and will help to maintain the accuracy of results.
- After all, correctly determined times for each swimmer is the fundamental reason for having a meet.

Who is Who and how do I get them?

- USA Swimming Certified Officials – Meet Requirements
 - The Administrative Official may supervise and work in one or more of the administrative positions, but may not work in a Deck Official position while serving as the meet's Administrative Official.
 - Each meet will require a minimum of Referee, Starter, Stroke & Turn Judge and an Administrative Official (or Administrative Referee).
 - Bottom Line – The Administrative Official cannot work in any other officiating capacity.
 - The Meet Director May not serve as the Administrative Official!!

What are the expectations at a meet?

- 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.

What are the expectations?

- Parents
 - Safe Environment for their swimmers.
 - Well organized event.
 - Good communication (files on NES website, meet programs, PA announcements).
 - Easy access to swimmers.
 - Clean facility (water & air quality, bathrooms).
 - Good spectator viewing.
 - Drinks for lane timers.
 - Good food (snacks, drinks for their swimmers).
 - Prompt posting of results.
 - Heat sheets timely distributions and interesting (put in time standards and records).

What are the expectations?

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

What are the expectations?

- New England Swimming & USA Swimming
 - Follow USA Swimming and New England Swimming rules.
 - Safety Marshals.
 - Educate Volunteers.
 - Follow the sanctioned format of your announcement.
 - Personnel on Meet Announcement present.
 - Submit the appropriate forms according to timelines.
 - Sanction applications & meet announcements.
 - Posting pre-meet and post meet reports & results.

Certification Process

- New England Swimming Rules require that all Meet Directors understand USA Swimming and New England Swimming rules concerning swim meet management and operation, and that they be certified based upon requirements set out by New England Swimming.

Certification Process

- Provides training of current Methods, Procedures and Rules.
- Identify and discuss:
 - Previous year's problems.
 - Discuss new rules and procedures.
 - Share ideas.

Certification for New Meet Directors

- Attend New England Swimming Meet Directors Clinic.
- Pass an open-book test:
 - Passing grade
 - Knowledge of USA-S and NES rules
 - Test Prepared by the Technical Planning Chairman
- Register as a USA-Swimming non-athlete member.
- Pass USA-Swimming Background check.
- Take USA-Swimming Athlete Protection Training.

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).

Meet Sanctions and Certified Meet Directors

- Meet sanction requires a certified Meet Director:
 - On sanction application.
 - On meet announcement.
 - MUST be present at all sessions of the meet.
- Meet Directors on the sanction or at the meet must be:
 - Registered as USA-S non-athletes.
 - Current on their USA-S Background Screening.
 - Current on their Athlete Protection Training.
 - Current on their Meet Director training.
 - New England Swimming's Office maintains records of Certified Meet Directors.

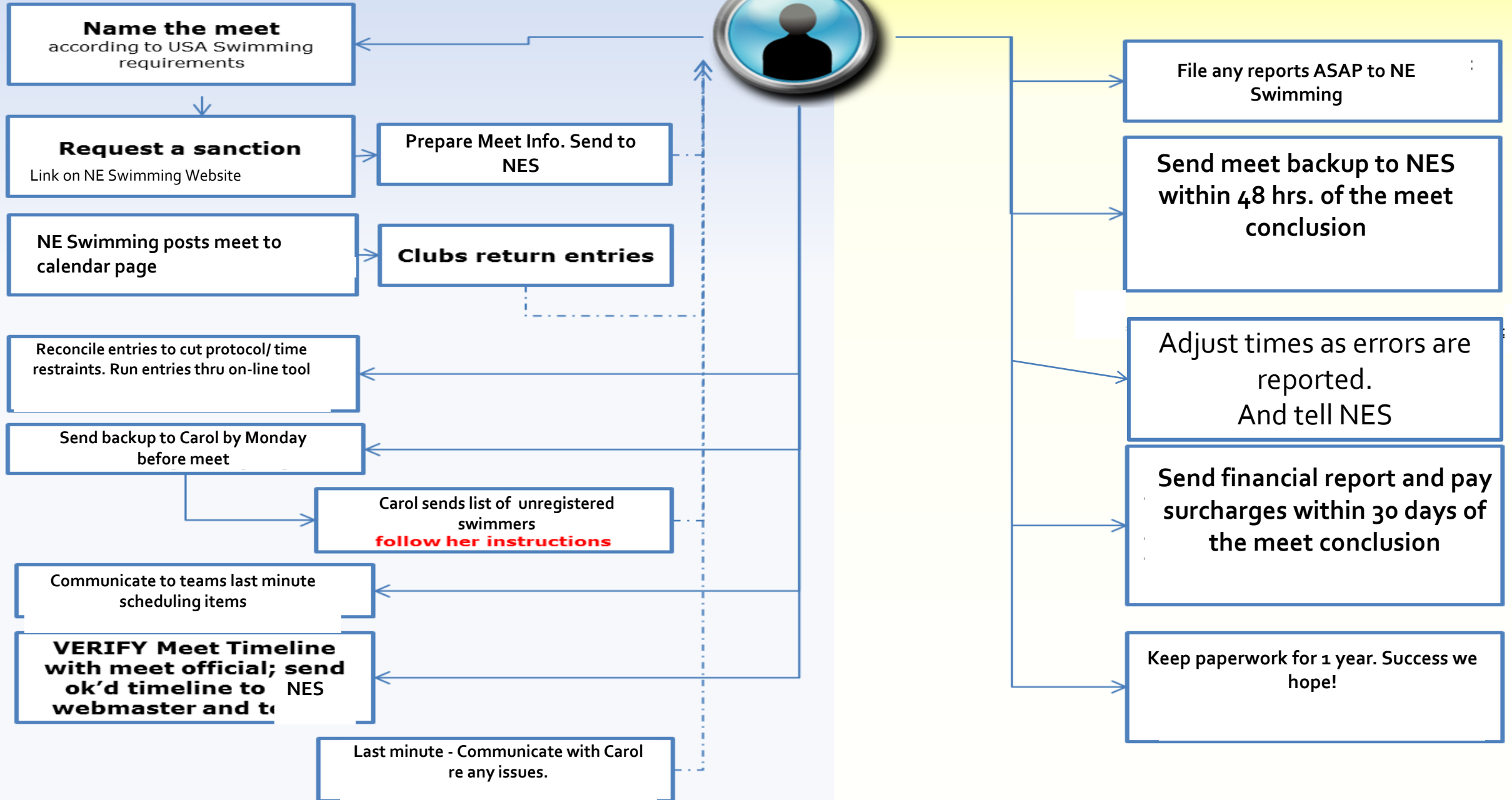
Meet Timeline

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

Before the Meet

Meet Director

After the Meet



Meet Volunteers

- Meet Referee ✓
- Officials – required minimum ✓
 - Referee
 - Administrative Official/Referee
 - Starter
 - Stroke & Turn Judge
- Meet Director ✓
- Safety Marshal
- Entry Chairman
 - receives and inputs the entries
- Clerk of Course
 - receives on-deck entries and maintains control over the event entries

Meet Volunteers

- Console Timing System Operator – controls the console and timing system.
- Computer Operator – runs the Meet Manager software, including seeding and printing results.
- Timing Judges – receive results & checks validity.
- Runners...
 - From computer to awards and posting results.
 - From lane timers to timing judges.
 - From computer to starters, ready area Marshals, posting lane assignments.

Meet Volunteers

- Head Timer – maintains control over lane timers and starts 2 backup watches on each race.
- Announcer – general purpose announcements.
- Hospitality Chairman – supervises and organizes the hospitality room.
- Concessions Chairman – supervises the purchasing and sales of concessions.
- Programs/Awards Chairman – sells psych sheets and orders awards and distributes awards.

Meet Volunteers

- Equipment set-up – sets up the timing equipment, tables, chairs, tents, PA system,...etc. at the venue.
- Clean Up – maintains a clean and orderly venue.

Organizing your Volunteers

- You/Meet Director cannot do all these jobs.
- Appoint key positions on an annual basis. DELEGATE.
- Match people with jobs.
- Is volunteering part of your club's requirements?
- Train new volunteers at Intra-squad meets.
- Have two or more Meet Directors at the meet.
- Make a list of positions needed at the meet.

Safety Marshals

- Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- Lifeguards provided by the facility are **NOT** Safety Marshals.

Safety Marshals

- Arrive fifteen (15) minutes prior to warm-ups.
- Check in with the Meet Director.
- Read Safety Marshal Card.
- Easily identifiable by a safety vest.
- Marshal warm-down areas throughout the meet.
- Do not leave the area until coverage is provided.

Safety Marshals

- Duties during the meet:
 - Making sure that swimmers behave in a safe manner. No running, abusive behavior, etc.
 - Notify the coach of any swimmer who is behaving/acting in an unsafe manner.
 - Use appropriate language.
 - Their role is to help maintain a safe environment. Please, pay attention!

Meet Volunteers

- Meet Referee ✓
- Officials – required minimum ✓
 - Referee
 - Administrative Official/Referee
 - Starter
 - Stroke & Turn Judge
- Meet Director ✓
- Safety Marshal ✓
- Entry Chairman ✓
 - receives and inputs the entries
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Meet Volunteers

- Meet Referee ✓
- Officials – required minimum ✓
 - Referee
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- Meet Director ✓
- Safety Marshal ✓
- Entry Chairman ✓
 - receives and inputs the entries
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Rules – 4 hour rule

- Rule 205.3.1F, commonly referred to as the four hour rule, was adopted by the USA Swimming House of Delegates in 1989 to ensure that swimming would be competitive with other youth sports, namely baseball and soccer, insofar as time commitment for both athletes and parents was concerned. Clearly, it was not in the best interest of our sport for developmental athletes to be at a pool all day or for the entire weekend to the exclusion of other family interests, particularly when other athletic activities could be completed in a far more reasonable time. With that by way of background, the following interpretations are issued:

Rules – 4 hour rule (continued)

- Meets must be planned such that events for 12&Unders can reasonably be concluded within four (4) hours. Sessions that exceed four hours are not in violation of the rule if properly planned.
- Measurement of the time duration applicable to this rule begins with the published meet start time of a session that offers 12U events and ends with the conclusion of the last 12U event of the day for the same gender.
- Events that are scored multi-age are impacted by the rule if the multi-age scoring involves 12U designations, such as 11-12, 10U, 12U, etc.
- The rule does NOT apply to Open events even if swimmers 12 years of age or younger are entered.

Rules – 4 hour rule (continued)

- Some suggested planning tools that facilitate compliance include:
 - Being aware of the number of swimmers appropriate for the number of lanes available and distances offered. (may want to run split sessions).
 - Using meet management software to monitor the timelines as entries are processed.
 - Selection of a heat interval appropriate for the session (20 seconds).
 - Publish timeline for distance sessions.
 - Adequate meet staffing such that marshals, timers and other meet personnel are properly trained and in place.
 - Keeping equipment (computers, timing systems, printers, etc.) in proper working order.

Rules – 4 hour rule (continued)

- Fines
 - Loss of Meet Deposit.
 - \$1,000.00 fine per session.
 - 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.

Rules

Entry fees & swimmer surcharges for New England Swimming Meets:

	Calendar Meets	Reg/Silv	Championship
Individual Events	\$5.00	\$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 \$10	\$10.00	\$10.00

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.

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	\$0.75 per event for all timed final events	No surcharges	\$1.50 per event *	\$0.75 per event	\$5.00 per splash	\$1.50 per splash
	\$0.50 per 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

Types of Meets

- There are three types of meets that can be run
 - Sanctioned Meets
 - Sanctioned Calendar
 - Sanctioned Non-Calendar
 - Approved Meets
 - Observed Meets

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)

Meet Bids/Sanctions

- Meet Bids are due for all NES Sanctioned and Approved Meets;
 - July 1 for Short Course Season.
 - February 1 for Long Course Season.
 - Submit Draft Meet Announcement;
 - Use New England Swimming Meet Announcement Template.
 - Only make changes to areas that are in RED.
 - Email MSWord Announcement to the Meet Referee for review.
 - Email MSWord Announcement to the New England Swimming Office.
 - Declare meet entry type (75/25 or FCFS).
 - State dates of entry (first and last).

Meet Bids/Sanctions

- Meet Sanction Request:
 - Must include the final Meet Announcement including order of events and cover/waiver page.
 - Must be submitted at least 1 week before posting to NES Website.
 - Must be received no earlier than 6 weeks before the meet.
 - Must be received no later than 1 week plus 4 days prior to first entry deadline.
 - Email MSWord Announcement to New England Swimming Office.

Meet Bids/Sanctions

- Sanction numbers will be issued ONLY after completed sanction request, final Meet Announcements and fees have been received.
- Any 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.

Entry Acceptance Policies

75%/25% Procedure:

- The host team may reserve up to 75% of the entries (“splashes”) for their own team and any other local or non-local team. These 75% of entries are guaranteed entry into the meet.
- Teams that are included in the 75% of guaranteed entries must submit their entry and payment to the host team no later than 7 calendar days before the first date of entries, or the host team may remove them from the 75% of guaranteed entries.
- If the host team under-estimates the entries for the reserved 75% of entries, 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 (12:00am through 11:59pm local time) 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.

Entry Acceptance Policies

First-Come-First-Served (FCFS) Procedure

- The host team may reserve entries only for their own team.
- Entries will open at 12:00am on the first date of entries.
- Entries received at the same clock second shall be considered tied in sequence with any other entries received on that clock second.
- 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.

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.
 - Lap bell.
 - Scoreboard.
 - Remote Strobe PA system.
 - Supplies (clip boards, paper, pens, tape, toner).
 - Batteries (console, head sets, wireless mic).

Inventory/Check Your Equipment

- Think about which pieces of equipment failure could cause a train wreck!
 - Only computer fails.
 - Only printer fails (no replacement toner/paper).
 - Only computer-console cable gets lost.
 - Timing system fails and you have ONLY minimum number of stop watches.
 - Having ONLY minimum number of timing system components for championship meets (pads, consoles, back-up buttons, cables...etc.).

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 Meet Manager Software **BEFORE THE MEET STARTS!**
- Time Standards can be obtained from the New England Swimming Office.

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 Manager Software

- Meet Director and Clerk of Course should ALL know some basic Meet Manager operations:
 - Print reports: Psych sheets, Meet Programs, Session reports, Athlete reports.
 - Add an athlete to a Heat/Lane.
 - Move athletes that swim in the wrong Heat/Lane.
 - Know how to use Scratch pad and Seeding functions.
 - Create events for Swim-offs.
 - Create events for Legal Split times.
 - Relay lead offs get corrected within the relay.

Pre-Meet Work

- 3 weeks prior to the meet
 - Receiving and processing entries.
 - Swimmer reconciliation.
 - Coaches & Officials with expired credentials.
 - Meet operations and procedures.
 - Results and post meet reports.

Receiving Entries

- Teams will send entry files or hardcopy forms to be imported/entered into Meet Manager.
- Build your Meet Manager file with a stable computer and back-up often.
- Look at entries for each team as they come in:
 - Check for missing relay entries.
 - Entry times that make no sense (look at 1st and last times).
 - Respond back with a confirmation email.
- Generate team list reports and keep track of missing teams. Contact missing teams early!

Receiving Entries

- Generate team financial list and check-off teams as entry checks are received. Avoids tracking people down at the meets or getting paid after the meet.
- ***It is your responsibility to collect entry fees!***
- Set up a folder for each team.
- Collect and sort team entry reports into alphabetical order.
- Print out emails of last minute changes to entry times and events.
- Keep team entry reports, email print-outs and financial reports with Clerk of Course.

Receiving Entries

- After receiving entries, check for exceptions:
 - Bad USA-S ID numbers or Unregistered swimmers.
 - Swimmers in the wrong age or gender events.
 - Over entries (over limit per day or meet?).
 - Swimmers with times that are Under/Over qualified.
- Unattached Swimmers
 - UN-NE.
 - The meet recon you receive from the office before the meet will list all the unattached swimmers.
 - If you are running relays you must change the swimmer to UN before the meet so you don't inadvertently add an UN swimmer to the relay.

Receiving Entries

- Run your entries through the online registration tool
 - Notify teams if there are registration issues.
 - No proof of age means NOT REGISTERED!
- The Monday before the Meet
 - Email the New England Swimming office a copy of the Meet Manager Back-up file.
 - If there are either registration or timeline issues, you will receive an email reminder to help avoid meet problems and potential fines.

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
- Warm-ups cannot start until Safety Marshals are on deck.

Coaches and Officials

- Coaches and Officials with expired credentials may not work the meet or be on the deck.
 - Violates your USA-S liability insurance.
 - If this individual is involved in an incident you will have no insurance coverage for that event.
- You and your Referee will receive lists of registered & expired Coaches and Officials prior to your meet.

The Day of The Meet

- Be VISIBLE and Accessible!!
 - You are the volunteer manager and the Meet Director.
 - Problem solver.
 - Are volunteers doing their job?
 - Do they understand their job?
- Review Safety Procedures
 - Walk the deck with Head Safety Marshal.
 - Show them where all of the forms are in an emergency.
 - Is weather a consideration for the meet – review procedures.

The Day of The Meet

- Be VISIBLE and Accessible!!
- During warm up...
 - Hand out relay cards/announce when due back.
 - Post heat sheets with on deck entries.
 - Print lane timer sheets.
 - Any other reports requested by the Referee.

The Day of The Meet

- Be VISIBLE and Accessible!!
- 15 minutes till...Check on these activities in preparation:
 - Clear competition pool – warm up pool should remain open.
 - Call for timers.
 - Put out clip boards & watches.
 - Test timing system (pads, buttons and scoreboard).
- 5 minutes till...
 - Call for first events.
 - Play National Anthem.

The Day of The Meet

- Be VISIBLE and Accessible!!
- During the meet
 - Collect relay cards.
- Collect lane timer sheets
 - Hand to the Scoring Table.
 - Timing Equipment Malfunctions – ALERT AO!
 - Print and post results (show splits & time standards).

Meet Results

- Email a copy of the Meet Manager Backup file (SwmmBkup-meet_name.zip) to the New England Swimming Office within 48 hours of the end of the meet.
 - Corrections can be made as issues are discovered.

Meet Reports

- 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).

Notes from the Office!!

- Things most frequently forgotten by meet hosts
 - Give out awards at meet or mail
 - Not notifying teams of acceptance into meet within 48 hours of entry
 - When meet is full, conduct a lottery for remaining 25%
 - Use the **Current Meet Template** on the NES website
 - Remember to run your meet through the online registration/validation tool frequently
 - 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!!!