

# Tri-County Dual Meet Procedures

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## **I. Conducting a Swim Meet**

**A. All swim meets will begin at 8:00am on Saturday mornings, unless both teams agree to set another time and/or date.**

**B. Home team warm-ups will be from 7:10-7:30am, visiting teams warm-up from 7:30-7:50am.**

**C. Rain delays should not exceed 90 minutes.**

**D. Meets suspended by inclement weather or extenuating circumstances (rain alone or cold weather are not acceptable reasons for suspending/delaying a meet) – the discretion of the meet referee shall be followed. If the last dual meet of the season is cancelled due to inclement weather, the meet does not need to be rescheduled.**

**A. In the event of a suspension, the meet must be made up by the Saturday before Conference, with every effort to make it up within five (5) days of the original scheduled meet.**

**B. Meets will proceed directly where they left off.**

**C. Teams may resubmit a line-up for the events that remain.**

**D. Teams will be allowed a total of five (5) changes. (Less changes made for events which were held before the meet was suspended).**

**E. In the event the last dual meet of the season is cancelled due to inclement weather, all seeded swimmers scheduled to swim the cancelled meet will be approved as swimming. Coaches will submit their heat sheets for the cancelled meet to**

the team hosting Conference in order to record seed times for Conference.

E. No Triple Dual meets are allowed.

A. Reach out to Tri-County Board to reschedule/resource if neither pool can host/fill volunteer roles/officials. If the host team cannot fulfill these responsibilities, the host team will be considered the forfeiting team.

F. Order of Events – See table on last page.

A. Only exception: 8&Under Freestyle Relays will occur between events 30 & 31 (between 15-18 backstroke & 9-10 IM) for an evening swim meet.

G. Fly over starts will be used as the standard in all Tri-County dual swim meets, with the exception of all relays.

## **II. Staffing**

A. Meet Director: See USA Swimming rulebook for assigned duties.

B. Officials: (4) – 1 starter, 1 referee, 2 stroke/turn judges. It is permissible to have officials from the visiting team on deck to help with the dual meet.

C. Timers: minimum of 2 timers per lane plus 2 backup timers: including a head timer to oversee all timing, provided by the home team or visiting team if asked.

D. Runners: ensures that timers and scorekeepers receive cards.

E. Clerk of Course: minimum of 2 people.

F. Scorers: (2-3) with a chief scorer recommended.

G. Awards: (2 preferred) to post labels on ribbons.

H. Deck Control: (1-2) to help escort swimmers to clerk of course area and keep swimmers and spectators away from edge of pool.

I. Announcer: will make three (3) calls for all events (1<sup>st</sup>, 2<sup>nd</sup> and final call), announce team scores throughout the meet, and help ensure it is quiet for all starts.

## **III. Officiating**

A. All swim meets will be conducted according to articles 101 and 102 of USA swimming rulebooks.

**B. All officials must be league certified.**

**C. Each official must meet the requirements of the League Constitution, Section III, Article E, Number 2.**

**D. Securing Meet Officials:**

**A. It is the responsibility of the host team to secure officials for each dual meet.**

**B. Those officials will be either:**

- a) Home team officials**
- b) Visiting team officials**

**C. It is highly recommended that at least one (1) visiting official be on the deck.**

**D. Four officials are recommended on deck for each meet (2-Stroke & Turn, 1-Starter, 1-Referee).**

**E. In the event that four (4) officials are not available for a meet, a meet may be conducted with a minimum of two (2) officials, with the consent of both teams.**

**E. The head official will address swim shirts and medical tape/braces with coaches prior to the swim meet. Officials will follow the USA Swimming Rule from Section 102.8 of the 2024 USA Swimming Rulebook.**

#### **IV. Hy-Tek Standards**

**1. Before Swim Meet:**

- a. For a Saturday swim meet, entries will be due to the host team by the Thursday before at 5:00pm.**
- b. If the meet is on a Wednesday evening, entries will be due to the host team by Monday at 5:00pm.**
- c. Timer Cards/Lane Sheets: There is no set standard; the host team will use whatever system works best for their team.**

**2. During Swim Meet:**

- a. Hy-Tek volunteer should manually enter all times into the Hy-Tek software. The league only collects two (2) times per race for dual meets, therefore times should be entered and then the Hy-Tek software should average the times.**

- b. A second person/volunteer should double check all times entered in Hy-Tek. This person will compare Hy-Tek results printout to the timers cards.
- c. If any errors are found, the error should be sent back to Hy-Tek to fix and then reprint results.
- d. Meet Mobile: Will not be required by the league but it is a nice option if you can provide it. Meet Mobile will NOT be final results.

### **3. After Swim Meet:**

- a. Print all award labels and put on ribbons (if not already done during the meet) and give all ribbons to both team representatives before they leave the pool.
- b. Print 2 copies of scores and results – 1 for each team before leaving the pool.
- c. Email the following to away team president, head coach and Hy-Tek by 3:00pm (unless otherwise agreed up by both home team Hy-Tek and away team head coach):
  - i. Meet Scores pdf
  - ii. Meet Results pdf
  - iii. Export for Team Manager – will be for Coaches
  - iv. Full Meet Manager back-up – will be for opposing team Hy-Tek
  - v. Full Meet Manager back-up to Conference host team Hy-Tek

## **V. Line-ups/Entries**

**A. Final line-ups/score sheets on Hy-Tek software are due to the scorekeeper no later than 7:30am.**

**A. Line-ups/files should be submitted electronically by all league Hy-Tek representatives each Thursday by 5pm prior to Saturday morning meets.**

**B. Relay entry declarations of swimmers do not have to be made until immediately before the relay event. Seed cards for relay events must be submitted with other event entry cards.**

**C. The swim meet will begin at 8am and any card submitted**

after that time will constitute a change.

**D. Home teams will be assigned even number lanes. Visiting teams will be assigned odd number lanes.**

**E. Swimmers will swim in individual pool lanes as they are marked, whether they are marked from left to right or right to left.**

**F. Exhibition heats**

**a) All swimmers in exhibition heats are to be designated by event and age group.**

**B. Changes in Line-ups**

**A. Teams are allowed to make five (5) changes prior to the meet start.**

**B. Any addition to the line-up is considered a change. Scratches are not considered a change, nor will a penalty be assessed for any scratches.**

**a) The scorer's table will record any changes in line-ups to keep track of the total number of changes made by teams.**

**C. Event Starting Procedures**

**A. The referee will blow a whistle for the attention of the swimmers.**

**B. Starter announces – “Swimmers step up” or “Swimmers enter the water” if starting backstroke.**

**C. Starter will give at least the event number and event description.**

**D. Starter announces – “Take your mark.”**

**E. Starter then signals start of the race.**

**VI. Scoring**

**A. The entries as submitted on specific team Hy-Tek software are the official line-ups.**

**B. A swimmer who swims more than three (3) individual events or more than four (4) total events, will forfeit all points and awards given out for that dual meet.**

### **C. Points Allowed**

#### **A. Individual Events:**

- a) 1<sup>st</sup> Place – 5 points
- b) 2<sup>nd</sup> Place – 3 points
- c) 3<sup>rd</sup> Place – 1 point

**B. Relays:** Each team may enter three (3) official relays per event. Swimmers assigned to each relay must be declared by the start of the race.

- a) 1<sup>st</sup> Place – 7 points
- b) 2<sup>nd</sup> Place – 0 points

**C. Ties:** In case of a tie, refer to the current edition of the USA Swimming rule book.

- a) Section 102.24.5. Where two or more swimmers tie for any place in any event, the points credited to such place or places, if any, next in order shall be equally divided between such swimmers; i.e. if two tie for first place, the points to be credited to first place and the points to be credited to second place shall be added and divided one-half and one-half.

### **VII. Concluding a Swim Meet**

**A.** The Meet Manager back-up must be mailed/electronically by the host team and submitted to the league's Conference host Hy-Tek within three (3) days of the conclusion of each dual meets. The exception will be the last scheduled dual meet of the season. The Meet Manager back-up from those specific swim meets will need to be turned into the Conference host Hy-Tek by 5:00pm on the Saturday before the seed meeting along with the team's Conference line-ups.

### **VIII. Dual Meet Champion**

**A.** If there is a tie for the dual meet champion, all teams in the tie will receive the award and the title "Co-Dual Meet Champion."

# Order Of Events

| # (Girls) | Event Distance            | # (Boys) |
|-----------|---------------------------|----------|
| 1         | 8 & U Medley Relay 200    | 2        |
| 3         | 9-10 Medley Relay 200     | 4        |
| 5         | 11-12 Medley Relay 200    | 6        |
| 7         | 13-14 Medley Relay 200    | 8        |
| 9         | 15-18 Medley Relay 200    | 10       |
| 11        | 8 & U Freestyle 25        | 12       |
| 13        | 9-10 Freestyle 50         | 14       |
| 15        | 11-12 Freestyle 50        | 16       |
| 17        | 13-14 Freestyle 50        | 18       |
| 19        | 15-18 Freestyle 50        | 20       |
| 21        | 8 & U Backstroke 25       | 22       |
| 23        | 9-10 Backstroke 50        | 24       |
| 25        | 11-12 Backstroke 50       | 26       |
| 27        | 13-14 Backstroke 50       | 28       |
| 29        | 15-18 Backstroke 50       | 30       |
| 31        | 9-10 IM 100               | 32       |
| 33        | 11-12 IM 100              | 34       |
| 35        | 13-14 IM 100              | 36       |
| 37        | 15-18 IM 100              | 38       |
| 39        | 8 & U Breaststroke 25     | 40       |
| 41        | 9-10 Breaststroke 50      | 42       |
| 43        | 11-12 Breaststroke 50     | 44       |
| 45        | 13-14 Breaststroke 50     | 46       |
| 47        | 15-18 Breaststroke 50     | 48       |
| 49        | 8 & U Long Freestyle 55   | 50       |
| 51        | 9-10 Long Freestyle 100   | 52       |
| 53        | 11-12 Long Freestyle 100  | 54       |
| 55        | 13-14 Long Freestyle 200  | 56       |
| 57        | 15-18 Long Freestyle 200  | 58       |
| 59        | 8 & U Butterfly 25        | 60       |
| 61        | 9-10 Butterfly 50         | 62       |
| 63        | 11-12 Butterfly 50        | 64       |
| 65        | 13-14 Butterfly 50        | 66       |
| 67        | 15-18 Butterfly 50        | 68       |
| 69        | 8 & U Freestyle Relay 100 | 70       |
| 71        | 9-10 Freestyle Relay 200  | 72       |
| 73        | 11-12 Freestyle Relay 200 | 74       |
| 75        | 13-14 Freestyle Relay 200 | 76       |
| 77        | 15-18 Freestyle Relay 200 | 78       |

8&Under Free Relays will occur between events 30 & 31 (between 15-18 backstroke & 9-10 IM) for evening swim meets only.

| Date       | Revision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04/28/2016 | Various changes agreed to at Spring 2016 Board Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5/4/2024   | <p>II. B. – Verbiage updated to Minimum of 2 timers per lane plus 2 back-up timers.</p> <p>V.C.3 – Added verbiage from USA Swimming guidelines to clarify points given to swimmer for a tie.</p> <p>- Various cosmetic and grammatical changes made</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4/7/2025   | <p>- I.E. – No triple dual meets allowed.</p> <p>- I.F.A. – Added the only exception to the order of events is that the host team will move the 8&amp;under Free relays between events 30 &amp;31 for evening swim meets only.</p> <p>- I.G – Added that fly over starts will be the standard in all Tri-County dual swim meets.</p> <p>- III.E. – Added head official will address swim shirts and medical tape/braces with coaches prior to the swim meet. Officials will follow the USA Swimming Rule from Section 102.8 of the 2024 USA Swimming Rulebook.</p> <p>- I.V. – Added new section for Hy-Tek standards</p> <p>- V.B.B – Removed outdated verbiage. a) procedure for making changes: Each team must be informed of any line-up changes prior to the event. b) Each team must be present at the scorer's table at the time the change is processed.</p> <p>-VII.A – Changed the verbiage that the meet score printouts need to go to the league secretary to the Meet Manager Back-up needs to go to the Conference host Hy-Tek. Also changed the submission date from the seed meeting to the Saturday before the seed meeting at 5:00pm.</p> <p>VIII. – Added section to address dual meet champion. If there is a tie for dual meet champion, all teams in the tie will receive the award and “Co-Dual Meet Champion.”</p> |