

# Disability Athlete Meet Inclusion

## Pre-Meet & Meet Operations Handout



### PRE-MEET / SEEDING PROCESS

#### Initial Entry Review

- Teams notify you of Disability Athletes during entry submission.
- Accommodation forms (if applicable) are included.
- Review meet information to confirm if **bonus events are allowed**.

#### Seeding Guidelines

##### If Bonus Events Are *Not* Allowed:

- Seed with same age group.
- Likely placed in slowest heat based on entry time.
- If significantly slower than the field, consider seeding down an age group.  
*Requires approval from:*
  - Meet Referee
  - Swimmer's Coach

##### If Bonus Events Are Allowed:

- Mark disability swimmer events as **bonus**:
  - Ensures placement in slowest heat.
  - Prevents seeding above swimmers using the event as a bonus.
- This should be the **first step** when processing entries.

#### Seeding Adjustments

- No automated process – **manual evaluation** of entry times required.
- Place swimmer in heats with similar times for best competition.

#### Post-Seeding Accommodations (Before Publishing)

- Re-review accommodation forms.
- Apply specific accommodations:
  - **Outside lane** requests – manually adjust heat/lane.
  - **Strobe or equipment needs** – email details to:

- Meet Referee
  - Equipment placement personnel
- **Communicate** with all relevant staff about placement and accommodations.

### Entry Time Verification

- Coaches are responsible for confirming qualifying times.
- No notification -- swimmer treated as able-bodied.
  - May result in loss of accommodation or competitive disadvantage.
- Encourage early coordination with Meet Referee.

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## MEET OPERATIONS

### General Assumptions

- Swimmer competes in assigned lane with accommodations.
- Judging follows **Article 105** (based on swimmer classification).
- **DQ Process:**
  - Disqualification may be overturned based on rules.
  - Meet Manager currently cannot log initial DQ and reversal.

### Finals Qualification

- If disability swimmer qualifies:
  - Create **new event** in finals session.
  - Use “Notes” field to mark as "**Disability Athlete**".
  - Note prints on heat sheet and alerts announcer.
  - Schedule placement according to meet rules (beginning, middle, end).
  - Assign lanes using standard or accommodation-based seeding.

### Scoring Disability Events

- If eligible:
  - Use **JD (Judges Decision)** in Run menu.
  - Enter points in **JD Points** column.

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## BEST PRACTICES

- Assign a **designated admin official/assistant** to manage disability logistics and assist HyTek operator.
- Critical for:
  - Finals qualifiers

- Point allocation
- Plan **in advance** for the smoothest workflow—avoid making decisions on deck.