

# FAST

## Home Swim Meet Guide

Established Policy 3/14/2005

Revised 4/17/2022

The purpose of this document is for all members of FAST to become familiar with how to host a FAST swim meet. The areas to be covered are listed below:

### Admissions & Heat Sheet Sales

- 2 people in the AM, 2 people in the afternoon
- Morning session to start 30 minutes before warm-ups
- Afternoon session to start 45 minutes before warm-ups
- Morning session to staff the admissions until the 2nd shift arrives
- Wristbands to be placed on each paying customer
- Admission cost is \$3.00 per person over the age of 12
- Heat sheets will be sold at \$1.00 each

### Chuck-A-Duck Sales

- Ducks will be \$2.00 each
- During the morning session and afternoon session there will be a time to chuck the purchased ducks into a net in the middle of the pool; winners will split a 50/50 cash prize

### Friday Night Set-up

- Set up the kitchen and common area of the school
- Set up the 8 & under staging area of the pool deck
- Set up the admissions area outside the pool doors
- Set up the timing console & test the system
- Set up the bleacher seating
- Set up hallway signage
- Set up computer scoring in the pool office
- Set up coaches & officials hospitality
- Set up coffee pots in the early morning
- All food was delivered this night and loaded into the concessions area refrigerators. Extra food is stored in the school's coolers.
- Set up home team & visitor locker rooms

- Set up all team packets
- Set up all timers chairs & timing equipment

#### Lane Timers at the Meet

- AM Timers must be at the meet 30 minutes before the start of the session
- PM Timers must be at the meet 30 minutes before the start of the session
- You will check-in at the volunteer room located in the trainer's room
- Your head timer (person in charge) will be \_\_\_\_\_
- You will be instructed on timing by the Starter Official 30 minutes prior to the start of the session
- You will be timing with another person at your assigned lane
- The busiest & fastest lanes will be 3,4 & 5. If you are not an experienced timer please choose an lane that won't be as busy.
- You are responsible for starting your stopwatch at the start of the timing gun, and stopping it at the time the swimmer touches the wall, on the finishing stroke.
- You will be responsible for writing down each timer's time from the watch on to the lane assignment timing sheets
- A runner will pick up all timers sheets at the conclusion of the last heat for each event. You will turn the sheet over to that person, who will then turn the sheet into the Meet Manager in the office to confirm times and scoring
- Should you have a defective watch during your time, you raise your hand and the Head Timer will replace that watch with one they started at the starting gun. This will not be the watch you use, and take the time from the watch they give you

#### Timing Runner

- This is a very fast paced job and perfect for a high school swimmer or sibling who may be volunteering
- This person is responsible for collecting all lane timer sheets.
- You will always start at lane 8 and move toward lane 1
- All sheets must be kept in order
- After lane 1, you will proceed to the timing console and collect the computer's generated report and place it on top of the lane timer's sheets
- After collecting the computer report from the volunteer at the timing system, you will also take the DQ (disqualification) slips that the head official has placed there.

- You will now deliver this information to the pool office for the Meet Manager to review and confirm
- Then go around the end of the pool back to lane 8 for the next event

#### Awards

- Awards are located down the hall in the commons area
- Awards are separate for boys and girls heats/events
- The award sticker sheet and award place sheet are printed from the pool office. A call on a two-way radio from the pool office will let you know when to come get them.
- You will get the sticker sheet, then place a copy of the results page (tape) to the wall in the hallway leading down to the commons under signs separating boys and girls for the parents/spectators to view
- The other copy of the results along with the sticker page gets used by the volunteer working the awards table
- Confirm the last name and the place the swimmer finished with the results page place the stickers on the correct ribbon/trophy
- The same process is done for relays, every member of a relay gets a ribbon
- Ribbons/trophies will be placed on tables sorted by teams for swimmers to come and collect
- Ribbons are kept in clear plastic bins so please keep them separated and neat
- Ribbons will be for 1st - 16th place
- Team trophies will be awarded for 1st through 6th place
- If there are any discrepancies, they should be brought to the attention of the Meet Manager. They will be in the pool office and you can call him on the two-way radio. Do not send the swimmer to the office to discuss the issues.
- Remaining trophies & ribbons at the end of the meet will be given to or mailed to the head coach

#### Concessions & Hospitality Room

- The concession stand will be managed by a board member designated as the Food Stand/Volunteer Coordinator
- Volunteers will handle all set up & clean up
- FAST and FAST Parents will provide the food
- The FAST club will provide a \$300 donation after all expenses toward the pool maintenance fund. We only do this after a clear profit of \$500 or greater to the team

- The money for the food will be collected by a FAST parent volunteer (1 needed per session)
- Coffee for the concessions must be set up and ready 45 minutes prior to the start of AM warmups
- The concessions staff will also be responsible for keeping the commons clean, tables washed off, and the garbage taken out to the dumpsters located in the back, to the left of the pool entrance
- The concession staff will also make sure that the coaches & officials "Hospitality Room" is kept clean, and stocked with water and food, as provided by the FAST club
- The coaches & officials will have a donated breakfast roll, fruit tray, and assorted juice for the Morning session. This should be displayed nicely in the Hospitality Room for them 45 minutes prior to the start of AM warmups
- The coaches & officials will have a deli tray with assorted lunch meats, cookies, and chips for the afternoon. This should be in the room 20 minutes to the conclusion of the afternoon session
- The coaches & officials will have a beverage cooler with water, gatorade, and assorted soda kept on ice
- Once the afternoon session is over, this area can be cleaned up for the day
- We will need the concession staff to bring cold water on deck in the pool area for all working staff to include: timers, timing console operators, announcers, officials, scoring office, runners, and all team coaches. This should be done every hour for each session

#### Meet Marshall

- Checks locker rooms are unlocked in the AM
- Direct incoming swimmers to the correct locker rooms. Visiting teams are in the athletic locker rooms. FAST swimmers only in the pool locker rooms
- Set up a video area and periodically check during the day
- Make sure the lifeguard chair is ready to go at the beginning of each warm up (check lifeguard is there and ready to go, if not get a coach to sit in chair until the lifeguard arrives)
- Announce the opening of the pool and lane swims according the the write up
- Stay on deck during warm ups
- Make sure safety is maintained on deck (no shallow water diving, running, etc)
- Check the locker rooms periodically for any messes or if anything needs immediate attention

## Timing Console Operator

- Verify with the high school that the console and starting gun are placed in the office Friday night before the meet
- Set the timing table on top of a tall bleacher at the highest level. Position the bleacher right behind the lifeguard chair with an unobstructed view of the lane blocks
- Set the timing console, printer, microphone, and paper box on this table
- Set up all connections to the console, and feed the paper into the printer
- Verify that the microphone has been charged and is operational
- Test all touchpad's when the system is setup, along with all backup plungers
- Once the system has been tested correctly, remove all pads for the morning warm ups
- Touch pads will also be removed for afternoon warm ups and put back in for the afternoon session to avoid any damage
- Soak the electrical connection in CLR if a corrosive connection is determined
- Spray them clean with demineralized water
- Use the event board during all meets
- Install a backup wire from the console to the office for the computer system.
- Arrive at the meet, 1 hour before the start of the morning warm ups, and verify that the system is operating correctly for the morning

Remember, that all the people who attend our swim meets are our "customers". If we provide them with a positive good feeling, they will continue to attend our meets. The officials are volunteers for club swim meets so our "Hospitality Room" and efficiency will help us keep a good relationship with officials who want to work our meets.

These home hosted meets are what keep the clubs fees at the lowest level in the surrounding area. Let's keep them that way, and maximize our revenue potential from this meet!