



YMCA MEET DIRECTOR'S HANDBOOK

2018 Edition

(Rev Date 10/22/2018)



YMCA MEET DIRECTOR'S HANDBOOK

PREFACE/INTRODUCTION



This Handbook is designed as an aid for those who plan, manage and volunteer at YMCA swim meets.

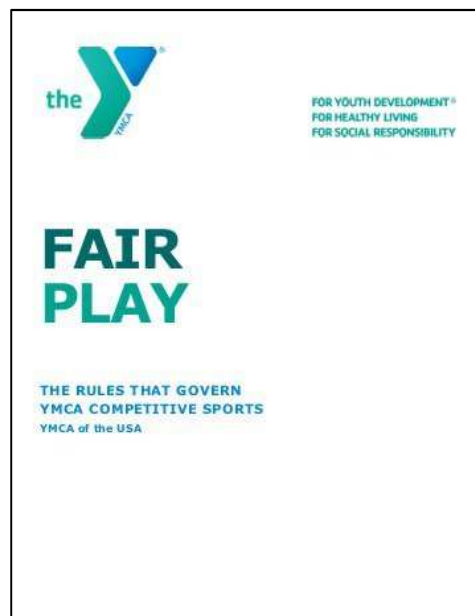
YMCA swim meets are opportunities for participants to strive toward achieving their goals along with opportunities to learn and demonstrate their leadership abilities. YMCA swimming competition also builds relationships, demonstrates volunteerism, and provides a sense of belonging for athletes, coaches and volunteers.

This Handbook provides suggestions/best practices for organizing and running any level YMCA meet from "Dual Meets" to large multi-team "Sanctioned Championship" meets.

This handbook complements the USA-S Technical rules for **CONDUCTING AND OFFICIATING SWIMMING COMPETITION**. The USA Technical Rules supersede any conflicting information contained in this document except for YMCA-specific rules listed in the document below.

This handbook also complements the following YMCA official documents. These documents are pre-requisite reference documents and can be found and printed from the website: www.ymcaswimminganddiving.org.

- **Rules That Govern YMCA Sports** - Rules that provide eligibility requirements, definitions, and procedures for holding all "Closed- YMCA Competition" sports.
- **Swimming Addendum to the Rules That Govern YMCA Sports** - Additional explanation of the Rules That Govern YMCA Sports as applied to the sport of YMCA Competitive Swimming.
- **YMCA Swimming and Diving Program Guidelines** - YMCA of the USA standard of best practices for the operation of a YMCA competitive swimming or diving program.
- **YMCA Meet FAQs** - Frequently asked questions concerning the conduct of YMCA competitive swim meets.



YMCA MEET DIRECTOR'S HANDBOOK

- **YMCA Sanctioned Meet Rules** – Required elements, common standards & criteria that an invitational or championship meet operates under, thus ensuring the integrity of times achieved. The purpose of a YMCA sanctioned championship meet is to satisfy one of the eligibility requirements for participation in YMCA Nationals. The purpose of a YMCA sanctioned invitational meet is to satisfy the requirements to earn USA Swimming Approved status and have the results for USA-S member swimmers be entered into the USA-S SWIMS database.

This Handbook intentionally does not cover USA-S technical rules on INDIVIDUAL STROKES and RELAYS, swimwear, disqualifications, protests, and timing rules which are all important aspects of running a swim meet.

For those unfamiliar with terminology used in this Handbook and in the USA-S Technical Rules, a Glossary is included in Appendix A. This appendix should be read prior to reading this handbook.

YMCA MEET DIRECTOR'S HANDBOOK

TYPES OF MEETS

There are many different types of swim meets and many different ways to categorize them. For YMCA Competitive swimming, the following are typical swim meets.



Team-based/League-based Age-group Meets – YMCA Competitive swimming is a team sport. Generally, YMCA Age-group meets assemble teams into age categories and have events grouped by these age categories (groups). These age groups are typically: 8 & Under (Minis), 9-10 (Cadets), 11-12 (Preps), 13-14 (Juniors), Open or 15 & Over (Seniors). To keep the age group intact throughout the competitive season, a specific age-up date is established that is used for the dual-meets/league meets throughout their competitive season. Typically, that age-up date is December 1 of the current calendar year. Examples: YMCA League Dual/Double-Dual/Tri/Quad meets, league championships. Note: Category names (e.g. cadet, prep, etc) are not used by all swim leagues or YMCA teams.

Age group Invitational Meets – Basically the same as Team-based Age-group meets, with the age-up date being the first date of the meet or an established age-up date (e.g. December 1). If the meet has qualifying times, each age category will have its own set of qualifying standards. Examples: YMCA Invitationals, YMCA Regional Championships, non-League dual meets.

Specific Age Meets – these are meets where only specific ages are invited to compete. Meets such as 8 & under meets, 12 & under, 12 & over. Examples: Mini Meets, YMCA Nationals. These meets can either use an established age-up date (e.g. December 1) or use the age of the swimmer as of the first day of the meet. These meets may have qualifying standards.

Closed and Open Competition – Within each of the types of meets above, a meet can be a Closed YMCA Meet or an Open Meet. A Closed YMCA meet only invites YMCA teams to compete. An Open meet allows for both YMCA and non-YMCA Teams/swimmers to compete. For eligibility in YMCA closed competition (such as YMCA League Championships, YMCA Nationals), there may be a requirement for swimmers to participate in a certain number of YMCA Closed competition/meets. For example, YMCA Nationals has a swimmer eligibility requirement that required the swimmer to compete in 3 closed YMCA Meets.

YMCA MEET DIRECTOR'S HANDBOOK


Sanctioned Meets – Within each of the types of meet above, a meet can be sanctioned by YMCA National Swimming and/or USA-Swimming based on meeting certain criteria. Typically, there are specific benefits to a sanctioned meet. For YMCA swimming, attending a sanctioned Championship meet is an eligibility requirements for a swimmer to compete in the YMCA National meet. For YMCA swimming, a sanctioned Invitational allows the times for USA-S member swimmers to be included in USA-S SWIMS database. YMCA Meets that are sanctioned/observed by USA-S, the meets are eligible for USA-S team benefits including but not limited to results submission of the USA-S member swimmers to USA-S SWIMS database.

YMCA Specific Meet Requirements

- See **Swimming Addendum to the Rules That Govern YMCA Sports** for further details.
- Teams and individual swimmers must meet YMCA membership requirements.
- YMCAs are expected to have certified YMCA Swim Officials on the deck at all meets. For a meet to be recognized as a qualifying closed competition meet, it must be officiated by at least three certified officials, including an Administrative Official. At least two of the officials must be YMCA Certified Officials, one of whom must be a Level II official who acts as the Referee.
- To utilize starting blocks, pool depth must be at least 5 feet deep at any event starting end (safety requirement).
- The meet must abide by YMCA Safety regulations.
- At least six (6) individual events and at least one relay event are contested in the meet.

League Specific Meet Requirements

- Many YMCA Swim Leagues have additional and more specific requirements for meets such as the use of league-specific forms and templates, league procedures, league scoring rules, etc. that will need to be followed. These could include age-up rules, entry submission procedures, protest procedures, age group scoring procedures, etc.



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YMCA MEET DIRECTOR'S HANDBOOK

MEET DIRECTOR

Appointment

The Meet Director is appointed either by the meet host team or the league/state/region that is sponsoring the meet. S/he is responsible for the organization, coordination and execution of all meet activities. His/her primary goal is to host a well-organized and efficiently run meet.

Skills, Abilities and Knowledge

To be an effective Meet Director, the appointed individual should have these skills and abilities:

- ✓ Sound understanding of rules related to YMCA/USA-S competition
- ✓ Range of experience at all levels of swimming competition
- ✓ Excellent organizational and time management skills
- ✓ Experience in delivering information to large groups of people
- ✓ Effective and prompt decision making in pressure situations
- ✓ Good leadership and interpersonal skills
- ✓ Ability to remain calm and composed when under pressure
- ✓ Detail-oriented
- ✓ Effective delegation skills
- ✓ Experience in the various positions of responsibility of the Meet Team
- ✓ Proven ability in training and managing a volunteer workforce



Expectations of the Meet Director

The Meet Director is expected to coordinate with the local host YMCA's staff liaison in order to follow that Y's policies and guidelines regarding Risk Management.

Before planning the meet, the meet director should read the notes or after-action reports of previous meet directors for suggestions, specific needs or possible areas of concern.

Best Practice - Meet Director's Binder: Start a log and/or checklist to record your activities, important names, phone numbers, and dates, as well as suggestions from your "Meet Management Team" following the meet. This will be your team's sourcebook and "blueprint" for the next meet. This type of resource will be a huge time saver for future meets, and an excellent teaching aid for training members of the meet organization team and future Meet Directors. Keep this document in your Meet Director's binder.

YMCA MEET DIRECTOR'S HANDBOOK

Whether the Meet Director personally assumes the completion of any of these tasks or delegates them to other individuals or committees is a matter of necessity and preference. In any event, the Meet Director is ultimately responsible.

At a summary level, the Meet Director is the organizer and coordinator of all meet activities. S/he manages the activities of all volunteers involved in planning and running the meet:

- ✓ Assembling the Meet Management Team for the meet
- ✓ Establishing meet administrative details – competition dates, fees, format, event list, entry fees, qualifying standards, format (Prelims/finals or Finals only), age-up date. A Tactical Planning Committee can be established to assist in defining and coordinating these details
- ✓ Securing meet facility and preparing it for the meet
- ✓ Securing and organizing Volunteers
- ✓ Preparing and distributing meet announcement
- ✓ Obtaining sanctions
- ✓ Arranging for equipment/awards/supplies necessary for meet operations
- ✓ Processing entries
- ✓ Day of meet: Double checking everything. Resolving/consulting on any non-competition issues that arising during the meet
- ✓ Distributing final results & evaluation of the meet



The Meet Director should not assume any other meet responsibilities during the meet. S/he must be available to answer questions, resolve problems, and generally keep everything operating efficiently. S/he must keep a cool head, an open ear, and a gracious smile, remembering that most participants at swim meets - swimmers, coaches, officials, and spectators - are sincere. As do YMCA staff members, the Meet Director should use the "YMCA Voice" – which is nurturing, genuine, welcoming and representative of the YMCA core values.

Coach as Meet Director: While the Coach may be considered the "authority" on many swimming matters, he or she should be relieved of the responsibilities of a Meet Director and be allowed to perform his/her primary job – COACHING the swimmers. The coach can act as the Meet Director only when he/she has relinquished his/her coaching responsibilities to another coach.

Once the warm-ups begin, the **Deck Referee** takes control of the conduct of the competition.

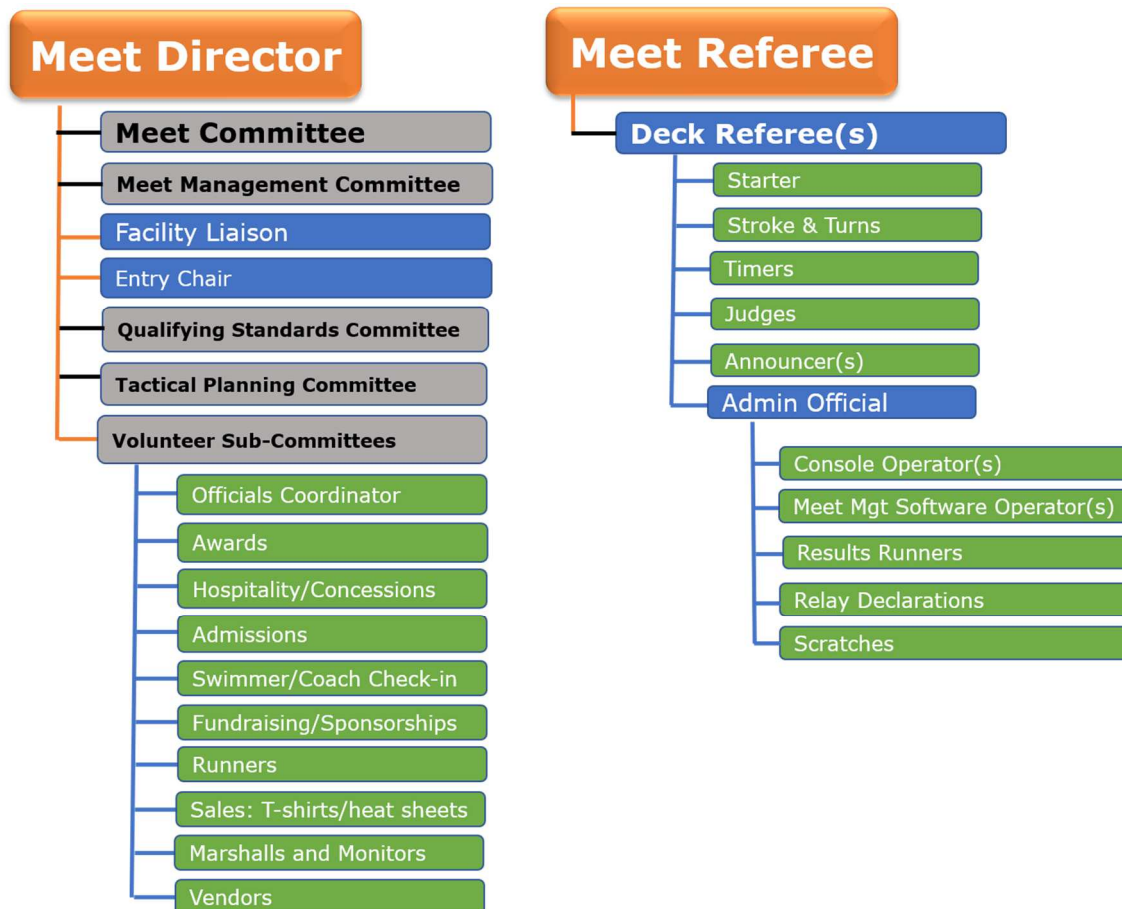
YMCA MEET DIRECTOR'S HANDBOOK

The **Deck Referee** at this point has full authority over all officials and their assignment. The referee is responsible for all operations of the meet on the pool deck and at the scoring table, enforcing all applicable rules, and shall decide all questions relating to the actual conduct of the meet (e.g. DQ's, combining of heats/events, official times, official places, and the handling of inappropriate behavior of swimmers/coaches/parents/officials that impact the running of the meet, etc.).

The **Meet Director** shall be available to assist the Meet Management Committee and to answer questions the Meet/Deck Referee may have. Once the meet has begun, any questions regarding eligibility issues, postponement, etc. should be resolved by consultation between the Meet Director, Referee and senior members of the Meet Management team, all serving as a "Meet Committee." When appropriate, the recommendations of additional coaches may be requested.

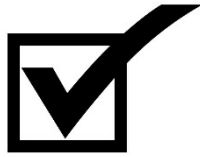
Organization

Below is a diagram of a typical meet organization structure with the responsibilities divided between the Meet Director and the Meet Referee.



YMCA MEET DIRECTOR'S HANDBOOK

MEET DIRECTOR CHECKLIST



From a technical perspective, no swim meet ever proceeds without hitches. Meets are just a sequence of small problems that the Meet Director and his/her team have to solve. Through extensive advanced planning and familiarity with the rules that govern the meet, the inevitable problems that arise can be handled quickly and efficiently with minimal impact to the meet operations and, therefore, to the ultimate success of the meet.

Planning a swim meet must begin so that there is adequate time to complete all the tasks and allow proper organization.

The type and/or size of the meet will often dictate the specific timeline for the checklist items. For example:

- Team-based age group meets such as League dual/double dual/tri meets are schedule at the beginning of the season and are often organized a week or two before.
- Age group or Specific Age Group invitationals and Championships involving a larger number of participating teams and swimmers require a longer timeline (6 months to a year), and more organization and management.
- If venue selection is required, planning may need to start 18 to 24 months prior to the expected meet date.

Depending upon the meet, some of the checklist items may have already be pre-determined or not applicable.

ASSEMBLE THE COMMITTEES

Depending on the size and complexity of the meet, the Meet director may need to organize several volunteer committees.

- Meet Management Committee:
This committee is responsible for assisting the Meet director in planning the meet. The committee consists of at least the Meet Director, Meet or Deck Referee, coach representative(s), League Representative (if appropriate), individual sub-committee volunteer



YMCA MEET DIRECTOR'S HANDBOOK

chairs (specific chairs determined by Meet Director), Eligibility Chair (optional), host YMCA representative (optional), facilities liaison (optional) and athlete representative(s) (recommended). Other individuals as determine by the Meet Director may be included.

- Meet Committee: The committee is responsible for resolving any non-competition issues/protests that arises before, during and after the meet. The committee consists of Meet Director, Meet or Deck Referee, coach member, athlete member. Typically, this committee is a subset of the Meet Management Committee.
- Tactical Planning Committee: This committee is responsible for establishing, defining or updating the details about the meet, such as Meet location, competition dates, event list, meet format (Prelims/finals or Finals only), deadline dates, fees (meet entry, admission, heat sheets, ads), scoring, age-up date, entry limits, entry qualifying period, NT (no entry time) allowed?, Deck entry allowed?, decision on sanctioning, decision on holding time trials.
- Qualifying Standards Committee: This committee is responsible for establishing, reviewing and updating the entry qualifying times for the meet. Typical members include the Committee Chair and one or more coaches. The committee must be aware of the facility limitations (# of swimmers allowed), financial consideration for the meet, and previous meet(s) results and entry details.
- Volunteer Committee/Sub Committees: These committees are responsible for engaging volunteers and filling all the necessary meet roles and responsibilities. Sub-committees can be established for tasks/duties that may require staffing a number of volunteer positions. This committee and the sub-committee chairs staff the area of responsibility with the number of required volunteers, define (or update) the processes and procedures for the specific area, and train the volunteers. Sub-committees such as the following are common: Awards, Officials, Hospitality, Concessions, Meet Sales (e.g. t-shirts), Sponsors/Fund-Raising, Admissions, coaches/swimmers Check-in. See section in this document on Key Personnel and Responsibilities.



Schedule and conduct regular meetings with each committee to discuss progress and potential issues.

YMCA MEET DIRECTOR'S HANDBOOK

ESTABLISH MEET ADMINISTRATION DETAILS

- Define/establish meet administration details (Tactical Planning Committee).

SECURE MEET FACILITY

- If not already confirmed, secure a venue that meets the criteria for the meet and the availability of dates established by the Tactical Planning Committee. Review all facility requirements and features of the rental contract, if one exists. If a venue needs to be selected, **a year or more may be required** to contract for a venue.

- Confirm that the Facility follows USA Swimming Rules and Regulations Article 103, as well as all applicable YMCA rules for possible hazards. Remember pool depth requirement is 5 feet minimum at the starting end to utilize starting blocks for YMCA meets.



- Confirm that venue has the following equipment: tables, chairs, timing system, lane lines, backstroke flags, recall rope, starting blocks, lap counters, pace clocks, scoreboard.
- Determine how parking will be handled: paid/free, self-served or controlled.
- Confirm usage of necessary meeting rooms for hospitality, coaches meeting, officials & timers meeting(s), etc.
- Map out the location areas for concessions, vendors, swimmers staging, awards, award preparation, admission, T-shirt sales, & meet operations (timing), lost & found.
- Confirm responsibilities that venue staff will handle versus responsibilities that the Meet Management Team needs to handle, such as First aid, EMT's, lifeguards, trash removal, console operator, scoreboard operator, setup/teardown of timing equipment.

YMCA MEET DIRECTOR'S HANDBOOK

SECURE AND ORGANIZE VOLUNTEERS

- Engage volunteers and fill all the necessary meet roles and responsibilities (Volunteer Committee and/or sub-committees).

PREPARE MEET ANNOUNCEMENT

- Make sure all information needed for the meet announcement has been decided.
- Prepare a draft of the meet announcement and have it reviewed by members of your Meet Committee Team.
- If your meet is going to be YUSA sanctioned, use required template. If your meet is going to be USA-S approved, make sure you include all required clauses from your LSC.
- YUSA sanctioned Meet Announcement templates:
 - **Invitational:**
https://www.teamunify.com/yusa/_doc_/Sanctioned%20Invitational%20Meet%20Announcement%20TEMPLATE.docx
 - **Championship:**
https://www.teamunify.com/yusa/_doc_/Sanctioned%20Championship%20Meet%20Announcement%20TEMPLATE.docx
- See Meet Announcement Checklist: Appendix B.



OBTAIN SANCTIONS

- Note:** YMCA Sanctioned Meets requests must be made **60 days prior** to the meet.
- Meet submissions deadline for USA-S "Approved" meet is established by LSC but is typically 60 days prior to meet. Confirm the timeline procedure with your LSC.

YMCA MEET DIRECTOR'S HANDBOOK

- Advantages of YMCA Championship sanctioning: swimmers attending will meet one of the eligibility criteria for attending the YMCA National meets. USA-S member swimmer times achieved during the meet will be accepted into USA-S SWIMS times database.
- Advantages of YMCA Invitational Sanctioning: USA-S member swimmer times achieved during the meet will be accepted into USA-S SWIMS times database.
- Advantages of USA-S "Approved" meet: USA-S member swimmer times achieved during the meet will be accepted into USA-S SWIMS times database plus other USA-S team recognition benefits.

ARRANGE FOR EQUIPMENT/ AWARDS/ SUPPLIES

- Contact any vendors you plan to use for apparel, swimwear, concession food and other items for sale during the event. Be sure to know and follow your local YMCA's purchasing guidelines/policies
- Organize hospitality plans for meals, snacks, and beverages for coaches and volunteers.
- Contact awards suppliers and place order well in advance of the meet. Confirm with vendor the lead time needed for delivery of awards. Depending on the supplier, awards may have to **ordered 3-4 months in advance** of the meet.
- Contact potential sponsors. Be sure to know and follow your local YMCA's policies for obtaining sponsorships.
- Arrange for printing of heat sheets and meet programs.
- Ensure sourcing and availability of clipboards, watches, pencils, final lap bell, results printer(s), toner/print cartridges, meet management computer(s), extension cords, staplers, paper clips, printer paper, printer labels for awards, boxes & bags for awards, two-way radios, and electronic timing equipment.
- Ensure adequate supply of printed officials forms: Place judge, relay cards, change cards, relay take-off judging, scratch, DQ slips, counter sheets for distance events etc. Sample forms are available at: <https://www.teamunify.com/yusa/doc/YMCA%20Swimming%20Meet%20Source%20Forms.zip>

YMCA MEET DIRECTOR'S HANDBOOK

PROCESS ENTRIES

- Configure meet management software. Post the event file for teams to use for their entries. The event file should be made **available concurrently with the meet announcement.**
- Receive the entries. Log the date and time received for each team. If your meet is an "Invitational Meet" notify any teams refused entry when the entry limit is achieved.

Note: If the meet will be a YMCA Sanctioned Championship, teams within the league, state, region, etc. cannot be turned away if exclusion may prevent a swimmer from participating in this YMCA National Qualifying meet.

- Verify all entered swimmers are current members of their local YMCA as soon as possible, but at least 30 days prior to the start of any meet, 90 days prior to the first day of a championship meet.
- Confirm that each team's entry fee is correct based on the number of swimmers and events entered.
- Ensure no swimmer has exceeded the event entry limit.
- Ensure that all entry time standards are met, as stated in the Meet Announcement.
- Check the total event entries against the team tally made when entries were received to ensure that all swimmers are properly entered.
- Ensure that you have not accepted more swimmers than your meet can accommodate. In consultation with your Meet Referee, create a timeline of each session, either with your computer program or manually. As a good "Rule of Thumb," meet sessions should be completed in about four hours.
- Prepare psych sheet and make available to coaches, swimmers, and optionally, parents.
- Seed all pre-seeded events.
- Prepare heat sheet/program: List of all participating teams; order of events in heat sheet pages, appropriate time standards (regional and national time standards). Include any facility/host-specific rules and/or requirements, sponsor ads, etc.

YMCA MEET DIRECTOR'S HANDBOOK

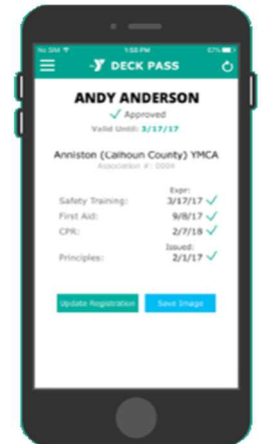
- ❑ Send for copying. Remember to print additional heat sheets for officials, coaches, timers, and other workers. Eliminate the ads in these copies, if possible. Note: Copying/printing may require several days to a week.
- ❑ Prepare warm-up schedule and team lane assignments. Each meet is unique, and each Meet Director must set forth procedures that best suit the needs of the particular meet and facility. Please remember that CONTROL and SUPERVISION are the keywords for safe warm-ups. Meet Marshals must actively supervise the warm-ups to ensure that proper procedures are followed. The announcer may help in facilitating the transition from general to specific warm-up. See Appendix C for examples of a warm-up schedule.
- ❑ Ensure that all teams (team supervising coach) have a packet containing the warm-up schedule, warm-up procedures, and lane assignments, timeline, relay cards and any other pertinent information. Post copies of the lane assignments prominently around the facility.
- ❑ At coaches meeting, accept scratches, if appropriate.

DAY OF THE MEET: DOUBLE CHECK EVERYTHING AND RESOLVE/CONSULT ON ANY NON-COMPETITION ISSUES THAT ARISE DURING THE MEET

- ❑ Remember that regular meetings should have been conducted with each committee to discuss progress and potential issues through the planning timeline.
- ❑ Ensure all equipment works prior to the meet. Double check touch pads, timing console, any computers, networking and wireless equipment and connections being used at the venue. Don't forget the passwords and networking logins, if applicable. Have all applicable printers installed on computers.
- ❑ Remove ladders and diving boards, and turn off pace clocks prior to competition. Set up ready benches, chairs for timers, etc.
- ❑ Have on hand: Original copy of each team's entry forms, record of entries received, record of payments received, copy of heat sheet(s), Meet Invitation, USA Swimming "Rules and Regulations," and your Meet Director's binder with all YMCA rules documents included.

YMCA MEET DIRECTOR'S HANDBOOK

- If there is a planned coach's meeting prior to the competition, introduce key meet personnel, summarize important items, remind them of the facility or meet management rules and procedures, discuss specific on hospitality, and present other information that is important to the coach for the successful running of the meet.
- Ensure that all Coaches present their mobile YMCA deck pass (through the TeamUnify OnDeck app) that proves that they are currently registered and have all required YMCA safety and training certifications. The YMCA requires all coaches to hold current certifications in Professional Rescuer CPR, First Aid, Safety Training for Swim Coaches (or Lifeguard certification with Safety Training online content certificate) and Principles of YMCA Swimming and Diving.
- Ensure all Officials have current credentials at Officials Check-in.
- Be available during the meet to key personnel. Be prepared to assist the Referee. Remember that the Referee is in complete charge of the competition once the warm-ups begin. However, issues not related directly to swimming such as protests, eligibility issues, etc may arise that the Meet Committee will need to address and resolve.
- If any medical situation arises, make sure there is an incident report created. Typically, EMT or First Aid personnel from the venue will prepare this report. As Meet Director, you should receive a copy of the incident report. Maintain this copy in your record and also make sure a copy is given to the coach(es) of the swimmer(s) involved in the incident.
- Check with your key personnel regularly and act as a helping hand, if necessary.



DISTRIBUTE RESULTS & EVALUATE THE MEET

- Complete required meet reports as prescribed by your sanctioning organization or your league/district rules.
- Meet Results - E-mail results file to all participating teams within three (3) days (preferably the day following the meet). Send a meet backup file for all invitational and championship meets to your regional representative and national YMCA times coordinator.

YMCA MEET DIRECTOR'S HANDBOOK

- Safeguard all financial records and meet documents including timing tapes, lane cards, relay forms and DQ slips so that they will be available for review if required.
- Prepare final report to your YMCA and team on the meet. This report should also include volunteer workers (for volunteer credit purposes).
- Arrange with your USA-S LSC to have the times from the meet entered into the "SWIMS" database, if applicable.
- Within a week or so following the meet, a meeting should be called of all the key individuals and subcommittee coordinators and ask for their feedback regarding what worked well, and what should be improved for future meets.

For invitationals and championship meets, you may also distribute a meet evaluation to coaches, spectators and swimmers – during or immediately after the conclusion of the meet.

A Post-Meet evaluation will give critical information that can be used to improve your meets. Record these suggestions and include them in your notes so that they can be included in the next meet when the planning and organization period begins anew.



YMCA MEET DIRECTOR'S HANDBOOK

KEY PERSONNEL AND RESPONSIBILITIES

Refer to the USA-S Technical Rules on CONDUCT AND OFFICIATING OF ALL SWIMMING COMPETITION for responsibilities of key roles for Meet Director, Referee, Starter, Timing Personnel, Judges, Officials, Administrative Official, and Announcer.



Meet Director: General coordination of the meet

Facility Liaison: Meet Director's main contact person responsible for the venue facility, pool, and facility equipment

Entry Chair – Creates the meet file, and receives & inputs the team entries for the meet into the meet management software

Officials Coordinator: Secures the necessary officials for the meet. Collects the names and sessions that each official & timer will work. Ensures all positions are filled for each session of the meet. If delegated by the Meet Referee, ensures current credentials are verified for officials

Awards Chair – Places award labels on the awards, and consolidates awards by teams for pickup by coach, or assists in handing out awards to swimmers during award ceremonies. The Awards Chair may also have the responsibility of ordering awards from the vendor

Hospitality Chair: Supervises donations and purchases of hospitality food and beverages. Organizes the hospitality room

Concessions Chair: Supervises the purchasing and sales of concessions

Admissions Chair: Manages the admission area and collects admission fees from spectators. If heat sheets are being sold, collects heat sheet fee and distributes heat sheets to spectators

Volunteer/Coach/Swimmer Check-in Chair: Manages the check-in process for coaches and/or swimmers. Coaches must have proper credentials to be on-deck (See their mobile YMCA deck pass). Only coaches, volunteers and swimmers participating in the meet are allowed on deck

Fundraising/Sponsorship Chair: Contacts vendors and businesses to solicit ads and donations

YMCA MEET DIRECTOR'S HANDBOOK

Runners:

- From meet management computer operator to awards – labels
- From head lane timers to meet management to Admin Official. Admin Official to head lane timers when questions arise
- From timing console operator to meet management computer operator, if necessary

Meet Sales Chair: Manages T-Shirt sales

Marshalls/Monitor Chair

- **Safety Marshall:** Enforces the warm-up procedures and maintains order in the venue
- **Ready Area:** if needed, controls the area behind the starting blocks
- **Deck Monitors:** One or more volunteers to ensure only authorized individuals have access to the pool deck

Vendor Chair: Coordinates and manages vendors at the meet

Meet Referee: Has full authority over the actual conduct of the meet

Administrative Referee/Official: Has full responsibility for the dry side of the meet. Reports to the Meet Referee

Console Operator: Controls the timing console, touchpads and console printouts

Relay/Scratch Coordinator: Coordinates and optionally enters the submission of relay cards by coaches for the names and order of the swimmers in a relay into the meet management software. For scratches, this coordinator accepts and logs scratches, and optionally enters them into the meet management software

Meet Management Software Operator: Runs the software, including seeding and printing results. Works with Admin Official on timing resolution, DQs, No Shows, Declared False Starts (DFS)

Results Runner: After receiving approval from Admin Official, posts paper copy of event results around the deck and spectator area, when paper copies are used

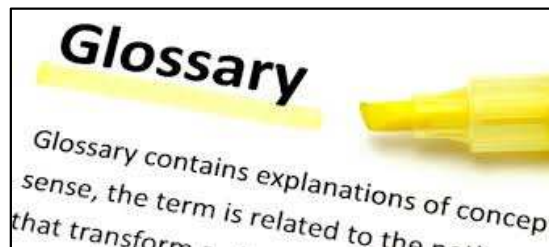
APPENDICES

YMCA MEET DIRECTOR'S HANDBOOK

APPENDIX A – GLOSSARY OF TERMS

Check-In: The indication that a swimmer intends to participate in an event.

Closed Competition: Competition in which only specific types of clubs, organizations or individuals may enter. For YMCA Closed Meets only YMCA competitive teams may compete. Sanctioned meets are closed YMCA Meets.



Consolation Finals: The race that determines final places and times for the next fastest swimmers who failed to qualify for the Championship Finals. Swimmers in a consolation final may not place ahead of swimmers in the final heat regardless of their time. Generally, this heat determines places 9 through 16.

Deck-entered meet: A meet where all entries are accepted at the meet and subsequently seeded into events.

Declared False Start: An option for swimmers to opt out of a swim without penalty. In Prelims, a swimmer notifies the Referee prior to the event that he/she will declare a false start. The swimmer is disqualified and does not report to the blocks or swim.

Entry Times: Best times achieved during qualifying period filed with an entry.

Event: Any race or series of races (heats) in a given stroke and distance. For competitive limits, one event equals one preliminary or one-timed final, or one preliminary plus the corresponding final.

Final: Any single race that determines the final places and times in an event.

Finals: The concluding session of each day of a preliminaries and finals meet in which the fastest qualifiers in each event compete.

Heat: A division of an event used when there are too many swimmers to compete simultaneously.

Qualifying heats (preliminaries): A competition in which multiple heats are swum to qualify the fastest swimmers for the finals, where final placings for that event are determined.

YMCA MEET DIRECTOR'S HANDBOOK

Timed final heat: A competition in which only heats are swum and final placings are determined by the times performed in the heats.

Heat sheet (Meet Program): A document that lists swimmers entered in an event, which designates the swimmer's seeded heat, lane and entry time for the event.

Invitational competition: For those swimmers, organizations and clubs invited by the host.

LSC (Local Swimming Committee): An administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

May: Permissive, not mandatory.

Meet: A series of events held.

No-show: Failure of a swimmer to report to the blocks and compete after checking in.

Open competition: Competition which any qualified club, organization or individual may enter.

Psych sheet: A list of the swimmers in each event of a meet in ascending or descending order of entry times.

Relay Lead-Off Split: An officially recorded time for the swimmer on the 1st leg of a relay. Official splits must be requested from the meet referee.

Rulebook: In this document, "rulebook" refers to the USA Swimming Rules and Regulations.

Sanction (USA-S): A permit issued by an USA-S LSC to conduct an event or meet.

Approved Meets (USA-S) - This event requires the meet to be conducted under USA-S technical rules and time resolutions. However, with Approved Competitions, there are no requirements for athletes to be members of USA Swimming. All times that are achieved will be recognized by USA-S, but only times recorded by Registered USA-S swimmers will be eligible to be added to the SWIMS database.

YMCA MEET DIRECTOR'S HANDBOOK

Sanction (YMCA): A permit issued by YMCA of USA to conduct an event or meet. (Note: All athletes participating in any YMCA sanctioned swim meet must be members of a YMCA.) Note: a YMCA sanction is not required in order to have a meet USA-S Approved.

Scratch: To withdraw an entry from competition in an event.

Seed: A way in which swimmers are divided into the required number of heats and/or lanes, according to their entry or preliminary times.

Seeding: Pre-seeded heats: Swimmers are arranged in heats in each event according to entry times. Heat sheets listing the lane and heat assignments are prepared prior to the day of competition. Deck-seeded heats: Swimmers are called to report to the clerk of course for their event on the day of the meet. After scratches are determined, the remaining swimmers are seeded into the proper heats and lanes. Swimmers are notified of their heat and lane assignment by means of individual cards or posted heat sheets.

Shall or Must: Mandatory.

Split time: Time recorded from an official start to completion of an initial distance within a longer event.

Submitted times: Times filed with an entry, as having been previously achieved.

Time standard: The time standard for an event in a meet is the time a swimmer must have previously achieved to enter that event.

Time trials: An event or series of events separate from the main competition at which swimmers may achieve or better a required time standard.

USA-S: USA Swimming Organization, the National Governing Body for swimming in the U.S.

YMCA MEET DIRECTOR'S HANDBOOK

APPENDIX B –MEET ANNOUNCEMENT CHECKLIST

Below is a relatively exhaustive checklist necessary to complete the meet announcement template.

- Title of the meet
- Brief meet description (e.g. invitational, championship, league, in honor of., age limitation, purpose, etc)
- Sanction number(s) and issuing organization(s)
- Hosting organization(s)
- Date(s) of competition
- Venue Location – Address and brief description of the venue
- Directions to location, if needed; Parking directions
- Website - for more information
- Contact information – Meet Director, Entry Chair, Officials Chair, etc.
- Eligibility requirements for swimmers (age, qualify times, membership, previously attended meets criteria, etc.)
- Event listing (event number, age, stroke, distance and qualifying time)
- Order of the distance events swimming (Slowest to fastest or fastest to slowest, alternating girls and boys)
- Maximum number of swimmer competition events allowed per session and/or per day (including and excluding time trials)
- Qualifying timeframe for swimmers' entry times (e.g. Sept 1 of previous year, etc)
- Entry fees (facility, per swimmer, per event, per relay, per relay swimmer, per coach)
- Entry deadline and fees. Deck entries accepted(Y/N)?
- Procedure for submitting team entries
- Procedure for paying entry fees
- Volunteer requirements for each team (e.g. each team must provide two certified officials and two timers)



YMCA MEET DIRECTOR'S HANDBOOK

- Scoring and number of awards to be given (medals, ribbons, trophies)
- Time trials (Offered? No / Yes: scheduled when, event numbers, event description cutoff times - if applicable, fees, permitted swimmer limits)
- Oversubscription policy (maximum total swimmers, maximum number of heats of long events, etc.)
- Location designed for swimmers to hang out between events. (e.g. on deck, adjacent gym)
- Warm-up schedule/procedures, officials/coaches meeting times and locations, and competition starting times.
- Check-in procedure for coaches, volunteers, officials, and/or swimmers (e.g. credentials must be current for deck pass)
- Liability, safety and emergency procedures from venue and hosting organization (e.g. concession protocol, lightening policy, no drones inside complex, etc)
- Sponsorship Ads in Meet Program (N/Y)? If yes, fee structure and contact person
- Lodging – nearby hotels with contact numbers
- Spectator fees (admissions, heat sheets, T-shirts)
- Conduct and restrictions items for on-deck individuals (e.g. no pictures behind block during competition, no deck changing, etc)
- Conduct and restrictions items for spectators (e.g. no smoking in venue, no flash photography at start of race, no outside food, etc)

YMCA MEET DIRECTOR'S HANDBOOK

APPENDIX C – SAMPLE WARM-UP SCHEDULE

Assigned Team Lanes Example

Sunday AM Session - Warm-Up Information		
Warm-up Session 1 (7:15 AM - 7:30) Sprints (7:35 - 7:40)		
BAY	32 swimmers	Lanes: 1, 2 & 3
SKY	28 swimmers	Lanes: 4, 5 & 6
Warm-up Session 2 (7:40 AM - 7:55) Sprints (7:55 - 8:00)		
PFY	54 swimmers	Lanes: 1, 2, 3 & 4
WBY	27 swimmers	Lanes: 5 & 6
Warm-up Session 3 (8:00 AM - 8:15) Sprints (8:15 - 8:20)		
GSY	25 swimmers	Lanes: 1 & 2
HAZY	30 swimmers	Lanes: 3, 4 & 5
OPEN		Lanes: 6

Open Warm-up Schedule Example

- Warm-Ups will begin at 6:00 AM AND 4:00 PM.
- "Three-Point Entry" ONLY (no diving except in designated sprint lanes).
- Pace lanes and General Warm-Up lanes – in water, "Push Start" only.
- No training equipment after 7:30 AM and 4:00 PM (includes, but not limited to paddles, fins, boards, buoys and snorkels)

COMPETITION POOLS		
Monday, April 3 – Friday, April 7, 2017		
PRELIMINARIES		
6:00 AM – 7:30 AM	General Warm-Up	
SCORE BOARD COURSE	(Men - M, W, F Women - Tues. Thur.)	
7:30 AM – 8:30 AM	Lanes 2,7	One Way Sprint
	Lanes 1,8	Circle Pace
	Lanes 3,4,5,6	General Warm Up
DIVING WELL COURSE	(Women - M, W, F Men - Tues. Thur.)	
7:30 AM – 8:30 AM	Lanes 2,7	One Way Sprint
	Lanes 1,8	Circle Pace
	Lanes 3,4,5,6	General Warm Up
8:30 AM	Clear Pools	Devotion – National Anthem
8:45 AM	Start of Competition	
FINALS		
<i>Note: Competition Pool Closes at 5:00 PM every evening before Finals</i>		
DIVING WELL COURSE	General Warm-Up	
4:00 PM – 5:00 PM		
4:30 PM – 5:00 PM	Lanes 2,7	One Way Sprint
	Lanes 1,8	Circle Pace
	Lanes 3,4,5,6	General Warm Up
5:00 PM	Clear Pool	Devotion – National Anthem and
5:15 PM	Start of Finals Competition	Opening ceremonies on Tues.
(5:30 on Mon. & Tues.)		
SCORE BOARD COURSE	General Warm-Up (During FINALS certain lanes will be closed)	
4:00 PM – End of Finals		