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# MEET DIRECTING 101

Puget Sound Swimming Association

*(Background image: A person in a maroon jacket looking at a pool deck with swimmers)*

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## AGENDA

- #1** Planning Timeline
- #2** On Deck Management
- #3** Reporting Documents
- #4** Safe Sport & Child Abuse Prevention



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### BEST PRACTICE PLANNING & TIMELINES



Timeline flow: 30 days → 3 Weeks → 2 weeks → Week Before → Day of Meet → After the Meet

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- Host Team secures pool
- Identify the following people:
  - Meet Director
  - Meet Referee (must be a level 2 official)
  - Admin Official



**BEFORE SENDING OUT MEET ANNOUNCEMENT**

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### 3 Weeks Before Meet

*Meet Directing Team:  
Meet Director  
Meet Ref  
Administrative Official  
Host Team*

**Meet Directing Team Determines:**

- Duties
- Order of Events
- Minimum Time Standards
- Deck marshals

**Send out Meet Announcement**

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### 2 Weeks Before

Recruit & confirm Level 1 & 2 officials

Host Team sends reminders to team for entry deadlines (CC the AO on all entry communication)

Recruit on deck volunteers: (use SignUp Genius or Team Unity to recruit)

- Head Timer
- Lane timers (2-3 per lane)
- Deck Marshall

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### WEEK OF THE MEET

- Entries due to Meet Director 7 days prior
- AO reviews meet entries before seeding
- Send Pysch sheet for final review of coaches within 3-5 days of meet with a Final changes due within 24 hours
- Pending changes - send final pysch sheet and heat sheet to coaches
- Print timer sheets



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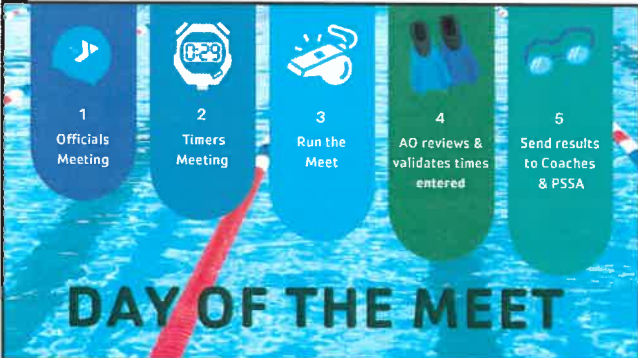
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### DAY OF THE MEET

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### AFTER THE MEET

Send to PSSA League Admins (within 5 days)

- PSSA Meet Report
- Officials Sign In Sheet
- Meet Results



Send meet fees to PSSA Treasurer (within 30 days of end of meet)

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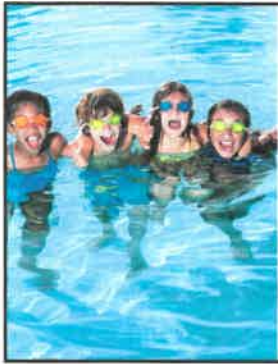
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**Youth Protection & Safe Sport**

- NO cameras, cell phones or other recording devices are allowed behind the blocks
- Please do not text or use cell phone while timing
- If you find that you need to make a call or need a break, signal the Head Timer and a relief timer will be provided.
- Please do not help swimmers in or out of the pool.



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