

GULF SWIMMING
SECTION 13 - MEET DIRECTOR'S INFORMATION
MEET DIRECTOR'S INFORMATION
2013-2014

INTRODUCTION

The key to a team successfully hosting a swim meet is to prepare, prepare, prepare. In this portion of the *Gulf Swimming Handbook*, meet directors will find information and suggestions regarding meet management. This information was developed with input from successful meet directors in Gulf Swimming. If you have never been a meet director before, you should observe how other teams run their meets (even after you have done it, you can always learn something from others). You are encouraged to contribute suggestions about improving these guidelines. Suggestions may be sent to the Technical Planning Committee Chair, Joel Beard.

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1. MEET TIMELINE

Time Frame	Task
Annually	Inform parents of meet dates and communicate to parents that everyone is expected to help
3 months	Designate Meet Director Secure pool contract
10 weeks	Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations
8 weeks	Apply for meet sanction Request Gulf equipment (if needed)
7 weeks	Order awards Set up events in MEET MANAGER
6 weeks	E-mail announcement and EV3 set up file to Gulf Swimming web page
4 weeks	Get donated goods from local businesses Contact Officials about working at the meet
2 weeks	Entry deadline After receipt of the entries, reconcile the entries with the athlete registration file
Monday before the meet	Send tentative timeline and warm-up schedule to the Gulf Swimming web page
0 days	Run the meet On a daily basis, reconcile the on-deck entries with the athlete registration file
Within 3 days after meet	Send results to the Gulf Swimming web page. Send a zipped MDB file, a zipped CL file, and a PDF file of the Final Results.
Within 2 weeks after meet	Send printed Final Results to any teams requesting a paper copy Send reports to Gulf Swimming Treasurer and Technical Planning Chair

Also see the "Meet Host Team's Administration Timeline" in Appendix A, on page 13-17.

2. MEET DIRECTORS CERTIFICATION

Gulf Swimming Rules require that Meet Directors understand USA Swimming and Gulf Swimming rules concerning swim meet management and operation, and that they be certified annually based upon requirements set out by the Gulf Swimming Technical Planning Committee to ensure this knowledge and skill. In order to become a certified Meet Director, candidates must (1) attend a Gulf Swimming Meet Director's Clinic of approximately three hours in length, and (2) pass an open-book test (80% passing grade) of their knowledge of USA Swimming and Gulf Swimming rules prepared by the Technical Planning Committee. The Meet Director's Clinic will be given at least once annually between the end of long course season and the beginning of short course season. Candidates that are unable to attend this clinic may substitute a viewing of a videotape of that year's clinic or, as approved in advance by the Technical Planning Committee Chair, work a full (minimum three hours) meet session with a certified meet director. Candidates who fail to achieve a passing grade on a test may re-take a test upon completion of working a full (minimum three hours) meet session with a certified meet director approved by the Technical Planning Committee Chair.

Once certified, Meet Directors may recertify annually by attending the Gulf Swimming Meet Director's Clinic, viewing of a videotape of that year's clinic, or as otherwise approved by the Technical Planning Committee Chair. Exemptions, waivers or supplements to these procedures may be granted by the Technical Planning Committee Chair, as necessary.

A meet host must have a certified Meet Director in order to receive a sanction and all Gulf Swimming meets must have a Meet Director on deck. Meet Directors must also be registered as USA Swimming non-athlete members in order to receive a sanction for a meet and to work on deck.

3. BASIC MEET MANAGEMENT

- A. Under the current Gulf Swimming rules, Gulf Swimming schedules the dates and types of meets to be held during the year. Clubs may bid for any of these meets at meetings determined by the Gulf Swimming Board of Directors. A meet bid form is attached as Appendix B, on page 13-18. Therefore, it will be predetermined what type of meet is being held by your club and what the qualifying times will be; i.e., Senior, "AA", "A", "BB", or Open.
- B. The Technical Planning Committee will determine the format for each meet. If a team wants to deviate from this format, it must submit the proposed order of events to the Gulf Swimming Technical Planning Chair at least ninety (90) days before the meet is to be held.
- C. Each team may determine what it will charge for heat sheets, etc.
- D. The entry fees have been set by Gulf Swimming:
 - a. All Meets (except as listed below) - \$5.25 individual event, \$9.00 per relay
 - b. Prelim/Final Meets - \$5.50 individual event, \$9.00 per relay.
 - c. Mile Meets - \$7.75 individual event
 - d. Time Trials – On-Deck Entry Fees apply

For Long Course Meets, the swimmers' individual entry fees shall be increased by \$0.25. This additional fee, payable to the host team, is for the purpose of offsetting the additional cost of running meets in and maintaining the larger pool.

For meets approved to be called a championship meet by the House of Delegates, the swimmers' individual entry fees shall be increased by \$0.25. This additional fee, payable to the host team, is for the sole purpose of offsetting the additional cost of awarding medals at the meet. If no medals are awarded, then the individual entry fees shall not be increased.

In addition to the entry fees, a Facility Surcharge will be assessed:

Public/Private Pools: \$2.00 per swimmer
University Pools (Texas A&M, University of Houston): \$5.00 per swimmer

- E. Gulf Swimming has determined that no meet shall start before 9:00 a.m. unless approved in advance by the Board of Directors of Gulf Swimming. Friday evening sessions shall start at 6:30 p.m., unless some other start time is approved by the Board of Directors.
- F. Awards
 - a. "B & Under" Meets - ribbons
 - b. "BB" Meets - ribbons
 - c. "A" Meets - medals, ribbons & medals, or trophies, if they wish.

Awards should be made available to be picked up by the swimmers as soon as the results are posted at the meet. If the awards are not picked up at the meet, they shall be distributed to the teams.

- G. Seeding
 - a. All Gulf Swimming meets shall be pre-seeded for events 200 yards/meters and shorter.
 - b. Events of 400 yards/meters and longer will require a positive check-in.
 - c. Deck entries are due 45 minutes prior to the start of the session.
 - d. Deck entries will be accepted to fill existing heats. If necessary, and if the timeline permits, a heat zero will be created.
 - e. Clubs are encouraged to notify the meet administration and scratch swimmers that are not at the meet in order to make space for more swimmers.
 - f. Each meet host shall e-mail a psych sheet to all participating clubs by the Monday preceding the start of the meet.

- g. Each meet host is required to post the team summary listing on the Gulf Swimming website.

4. OFFICIALS

It is the responsibility of the Meet Director to secure the necessary officials for the meet. Gulf rules require a minimum of four (4) officials to run a meet. It is the responsibility of the Meet Director to identify the Meet Referee and the Administrative Referee/Official eight (8) weeks in advance of the meet at the time that the meet sanction application is made.

At all meets, there should be as many On-Deck Trainees as possible. Officials do not have to be the same individuals for Friday, Saturday, and Sunday.

5. KEY PERSONNEL

No one person can successfully execute all of the tasks involved in planning and running a swim meet. A good meet director delegates responsibilities to others on the host team. Plans and assignments for every aspect of meet operations should be made well in advance, even though some of the functions will not be performed until the day of the meet. Good communication between the Meet Director and key personnel is vital. The meet director should establish specific deadlines for the tasks of key personnel.

Key personnel include:

- Meet Referee – full authority over the actual conduct of the meet
- Administrative Referee/Official – full responsibility for the dry side of the meet
- Meet Director – general coordination of the meet
- Safety Marshal – enforces the warm-up procedures and maintains order in the venue (see page 4-12)
- Awards Ordering – orders the awards
- Entry Chair – receives and inputs the entries for the meet
- Heat Sheet Ads – contacts vendors and businesses and solicits ads and donations
- Computer Operator – runs the software, including seeding and printing results
 - Assistants
- Colorado Timing System Operator – controls the CTS console and timing system
 - Assistants
- Announcer – general purpose announcements
- Timing Judges – receive all results and checks for validity
- Clerk of Course – receives on-deck entries and maintains control over the event entries
- Chief Timer – maintains control over lane timers and starts 2 backup watches on each race
- Ready Area Marshals – if needed, controls the area behind the starting blocks
- Hospitality Chair – supervises and organizes the hospitality room
- Concessions Chair – supervises the purchasing and sales of concessions
 - Assistants
- Runners:
 - From Computer to Awards and Posting Results
 - From Computer to Lane Timers
 - From Lane Timers to Timing Judges
 - From Computer to two Starters, two Ready Area Marshals, Posting Lane Assignments and Flipping Event Numbers
- Heat Sheets/Awards – sells heat sheets and distributes awards
- Extra Volunteers (to fill in for each shift as needed)
- Equipment Pick-Up – obtains timing equipment from Gulf Swimming
- Equipment Set-Up – sets up the timing equipment at the venue
- Clean Up – maintains a clean and orderly venue
- Return Equipment – delivers timing equipment to Gulf Swimming

6. SANCTIONS AND APPROVALS

- A. Meet sanctions and approvals shall be applied for at least eight (8) weeks prior to the meet, except for meets awarded on an emergency basis. If the Sanction Coordinator receives the application later than this time, a \$100.00 fine will be levied against the team. Meets not on the Official Gulf Schedule, such as dual meets, will be sanctioned only when they do not conflict with the Official Gulf Schedule.
- B. Fill out a USA Swimming Application for Sanction form (Appendix C, page 13-19) and mail it along with a copy of your meet announcement, including full event schedule, name of Meet Referee, Administrative Referee/Official, and meet eligibility criteria to the Sanction Coordinator:
- Herb Schwab
802 Lakeshore Drive
Sugar Land, TX 77478
281-242-1334 (Home)
Herb.Schwab@gmail.com
- C. Attach a check payable to Gulf Swimming, Inc., for \$50.00 per meet day. Time Trials require a sanction fee of \$50.00.
- D. Send duplicate copies of the meet announcement to the Technical Planning Committee Chair:
- Joel Beard
1519 Park Wind Drive
Katy, TX 77450
309-333-8822 (Cell)
gulftpc@gmail.com
- and to the General Chair:
- Henry Clark
9465 Barrow Court
College Station, TX 77845
979-776-1155 (Home)
clark@comp.tamu.edu
- E. When the Sanction Coordinator approves your meet announcement, a sanction number will be issued, which must be placed on the announcement. Therefore, it is imperative that the Meet Director's telephone number be included in the information sent to the Sanction Coordinator.

7. GULF SWIMMING TIMING EQUIPMENT

- A. The Gulf Swimming equipment is available to any Gulf Member Club sponsoring a swim meet, subject to the following conditions determining priority:
- a. Rental by Gulf teams hosting Gulf sanctioned meets on the official Gulf schedule.
 - b. Rental by Gulf teams hosting non-sanctioned meets.
 - c. Rental by other organizations, if approved by Gulf Swimming.
- B. To reserve the equipment, notify the Equipment Coordinator:
- Clay Douglass
m.clay.douglass@williams.com
- in writing, eight (8) weeks prior to the scheduled date of the meet. When the host team has not reserved the equipment two (2) weeks prior to the date of the scheduled meet, the equipment will be committed to the host team with a lower priority.

- C. The equipment rental fee structure is outlined in Appendix H, page 13-31. The rental fees must be received before the equipment is picked up.
- D. To arrange pick-up of the equipment trailer, call the Equipment Coordinator:
Clay Douglass
m.clay.douglass@williams.com
The equipment is not to be picked up without prior arrangement.
- E. When the equipment is picked up, check all items against the list in the trailer. Notify the Equipment Coordinator immediately of any shortages or nonfunctional items.
- F. The CTS Console and watches should NOT be left in the trailer. They should be stored in a SAFE location.
- G. The host team (Meet Director) is responsible for the equipment and trailer. Do not leave the trailer on the street or in areas subject to vandalism. Should the equipment be stolen, lost, or damaged through the negligence of the host team using the equipment, THE HOST TEAM WILL BE REQUIRED TO REPLACE THE EQUIPMENT OR BE CHARGED THE COST OF THE EQUIPMENT BY GULF SWIMMING. A fee of \$25.00, in addition to the cost of the equipment, will be charged for any item that is not returned as received by the host team.
- H. It is strongly recommended that the Gulf Swimming equipment be picked up from and returned to the Equipment Coordinator, Clay Douglass. Exceptions to this rule require prior approval by the Equipment Coordinator and do not relieve the renter of any liability.
- I. Expendable items, such as watch and two-way radio batteries, and CTS paper, will not be provided. The host team's Meet Director should be sure to check the supply of these items before the meet.
- J. The host team provides the PA system.

8. MEET ANNOUNCEMENTS

- A. A standard format will be used for all meet announcements (see Appendix E, page 13-21).
- B. All announcements should include the Gulf Swimming PROOF OF TIME RULE, page 5-8. 10 and under swimmers must pre-prove eligibility to swim Senior events in meets with Senior classification.

A swimmer who qualifies to swim an event in more than one age group (i.e., 8 & Under or 10 & Under or Senior, etc.) may swim the event in either age group, but MAY NOT swim the same event in both age groups in the same meet. This rule applies to both individual and relay events.

- C. All meets that are scored should conform to the *USA Swimming Rules and Regulations* and include:

Individual Events:	7-5-4-3-2-1	(for 6 lane pool) or
	8-6-5-4-3-2-1	(for 7 lane pool) or
	9-7-6-5-4-3-2-1	(for 8 lane pool)
Relay Events:	14-10-8-6-4-2	(for 6 lane pool) or
	16-12-10-8-6-4-2	(for 7 lane pool) or
	18-14-12-10-8-6-4-2	(for 8 lane pool)

If team awards are to be given, they must be based upon the scoring as set out above, unless authorized in advance by the Gulf Swimming Technical Planning Committee Chair.

- D. E-mail a copy of the meet announcement and the meet set-up file in EV3 format to the Gulf Swimming Webmaster, at least six (6) weeks prior to the first day of the meet. Failure to e-mail a copy of the meet announcement and the meet set-up file in EV3 format to the Gulf Swimming Webmaster, at least six (6) weeks prior to the first day of the meet, shall result in a fine of \$100 per day, with a maximum fine of \$1,500. (It is not necessary to post meet set-up files for meets, which allow on-deck entries only.) The *.EV3 file posted to the website shall contain:
- a. A complete description of the meet events per the approved format.
 - b. Cut-off and qualifying time standards.
 - c. The meet entry fees.
- E. Gulf Swimming has established a uniform meet entry deadline. The announcement should state that all entry information must be in the hands of the Meet Director (or Meet Entry Chair) no later than 6:00 p.m. on the Tuesday (enter the date, which is at least 7 days in advance of the meet).
- F. All meets are to be pre-seeded and must have that indicated on the meet announcement along with this statement:
- Anyone missing the entry deadline for a meet will be able to enter the meet in the following manner:
1. Swimmers must pay double the entry fee at the time of entry.
 2. Swimmers must supply completed entry forms. The swimmers will be seeded into the events in open lanes.
 3. Swimmers must enter all events for the day forty-five (45) minutes prior to the start of the day's first event.
 4. Swimmers must be qualified to swim the event entered.
 5. Swimmers must not exceed the number of events allowed each day.
 6. A heat will be added, if necessary and if the timeline permits.
- G. Meets may be under the Zone system. Teams will be assigned to Gulf zones by the Technical Planning Committee.
- H. If the 1650/1500 (1000/800) freestyle is to be swum in your meet, the following must be stated on the announcement:
- a. TIMED FINAL MEET - "The 1650/1500 (1000/800) freestyle heats will be swum fastest to slowest, alternating girls and boys heats." Remember, the swimmer must have an "A" time in the 500/400 free in order to swim this event.
 - b. PRELIMS AND FINALS MEET - "The 1650/1500 (1000/800) event is a timed final event. The fastest heat will be swum as the first event in the finals. Preliminary heats will be swum fastest to slowest, alternating girls and boys heats, as the last event in the prelims." Remember, the swimmer must have an "A" time in the 500/400 free in order to swim this event.

As an option, with approval of the Technical Planning Committee Chair, swimmers in the 1650/1500 Freestyle may elect to swim in prelims. "The 1650/1500 Freestyle will be swum as a timed final event and will be combined into one event for girls and one event for boys. Each event will be seeded by entry time and scored separately by age group. For the 1500 Freestyle check-in, swimmers may elect to swim the event during prelims. The fastest 8 girls and the fastest 8 boys who check-in, and who do not elect to swim in prelims, will swim during Sunday's finals. All other heats will be swum, fastest to slowest, alternating girls and boys, as the final event in Sunday's prelim session."

- I. The dates, starting times, type of meet, eligibility, qualifying times, location, etc., of the meet should be stated on the announcement, along with hotels in the area for meets that are longer than one (1) day.
- J. Except for championship meets, swimmers are to enter meets at their best times in each event, either in short course yards, short course meters or long course meters, regardless of the meet course. Meet hosts will seed entries from all courses together using the default conversion factors in HY-TEK MEET MANAGER. If a swimmer does not have a yard time or meter time, he must enter a NO TIME (NT). This rule does not apply to TAGS or certain Gulf championship meets.

For meets (that is, Gulf Swimming championship meets which include solely events for senior swimmers (and not age group events), long course meters shall be the conforming course for long course championship meets, and events shall be seeded with conforming times first, followed by non-conforming short course meter times followed by non-conforming short course yard times. Short course yards shall be the conforming course for short course championship meets, and events shall be seeded with conforming times first, followed by non-conforming long course meter times followed by non-conforming short course meter times. THERE ARE TO BE NO CONVERSIONS FROM YARDS TO METERS OR METER TO YARDS. If a swimmer does not have a yard time or meter time, he must enter a NO TIME (NT). This rule shall apply only to Gulf championship meets which include solely events for senior swimmers (and not age group events).
- K. Attach a copy of the Entry Verification Form, Appendix F, page 13-28.
- L. Attach a copy of the Gulf Swimming Safety Guidelines and Warm-up Procedures, Appendix G, page 13-29.

9. TEAM ENTRIES

The use of the current version of the HY-TEK MEET MANAGER Software is required to seed the meet, tabulate the times, and publish the results.

- A. Use the correct registered name and correct registered acronym for each team entered in your meet. The correct names and acronyms for Gulf Swimming teams are listed in this *Gulf Swimming Handbook*, beginning on page 15-1. The use of any name other than these registered names will cause problems when the results are loaded into the Team Manager Online database after the meet is completed. Also, for any swimmers who are members of a Gulf Swimming club, but are unattached, use the acronym "U" + "TEAM ACRONYM", (for example, an unattached swimmer who is a member of team "ABC", would be listed as "UABC"). Any truly unattached swimmer shall be listed as "UN".
- B. As each team's entry arrives, check the data against their master entry sheet. If they do not match up or if the entry fees are incorrect, try to contact that team's coach or representative.
- C. After the entry deadline, heat sheets should be printed, including the following information:
 - Order of Events
 - Meet Timeline
 - List of Participating Teams
 - Warm-up Lane Assignments
 - Timing Lane Assignments
 - Event Qualifying Times and Time Standards
 - Name of Meet Referee
 - Names of People in key positions (e.g., Meet Director, Clerk of Course, Colorado Timing System Operator, etc.)
 - Special Notes – Parking, etc.
 - Sponsorships and Advertisements
 - Pool and Facility Map

Meet Evaluation Form (a copy is attached in Appendix M, page 13-40)
Safety Information

- D. Heat sheets for "A" and above meets shall include the following information:
 - a. TAGS time for each event
 - b. Qualifying time for each event
- E. Heat sheets for "BB" meets shall include the following information:
 - a. "A" time for each event
 - b. Qualifying time for each event
- F. Heat sheets for combined meets (e.g., A/BB/B) shall include the following information:
 - a. TAGS time for each event
 - b. "A" time for each event
 - c. "BB" time for each event
 - d. Qualifying time for each event
- G. Heat sheets for Open meets shall include the following information:
 - a. TAGS time for each event
 - b. "A" time for each event
 - c. "BB" time for each event
- H. Heat sheets for Gulf Championship Meets shall include the following information:
 - a. National Championships qualifying time for each event
 - b. TAGS time for each event
 - c. Qualifying time for each event
- I. Heat sheets for Senior Meets shall include the following information:
 - a. Texas Senior Circuit qualifying time for each event
 - b. Junior National Championships qualifying time for each event
 - c. National Championships qualifying time for each event
- J. When making copies of heat sheets, usually run about 65-75 percent of the total number of swimmers. Remember, save about fifty (50) copies for the officials, coaches, timers, etc.

10. MEET ENTRIES RECONCILIATION

It is the responsibility of the meet host team to reconcile the MEET MANAGER database with the athlete registration file. The meet host team shall reconcile the MEET MANAGER database file after all of the entries are input, and then after each day of the meet after the on-deck entries are entered.

It is also the responsibility of the meet host team to contact any team with any problems encountered with reconciling their entries with the athlete registration file. The submitting teams shall have a chance to fix their entries, hopefully prior to the host team printing the heat sheet for the meet. Likewise, after on-deck entries are entered each day, the meet host shall perform this reconciliation procedure and contact the teams that have outstanding problems with the athlete reconciliations. The teams must have a chance to correct their errors before the end of the meet.

The host team and the submitting teams are subject to penalties if these reconciliation procedures are not performed. There may be some problems or reconciliation issues that cannot be resolved by the host team. If those cases, the penalties would be waived.

The meet entries, and results, must be reconciled. Errors and/or mismatches in the meet results when compared with the athlete registration database will result in those athletes' times not being submitted to the USA Swimming national database.

The MEET MANAGER database shall be checked against the Gulf Swimming Athlete Membership database. In order to do this, obtain the Registration File (also called the *.RE1 file) from the Athlete Registration Coordinator, Annette Leach. The following process should be

completed after the normal entries have been entered, and then each day of the meet, after all of the on-deck entries have been entered.

- A. Request the *.RE1 file (via e-mail) from the Athlete Registration Coordinator, Annette Leach.
- B. Save the file on your hard disk, in a directory that you can access, such as:
C:\SWMEETS\GU_MeetRecon.re1
- C. Start up HY-TEK MEET MANAGER (MM).
- D. Open your database file, and select:
Reports
 Exceptions Report
 Reg Ck / Proof of Time

Click on the "Check Athletes Against External Registration File"

and

"Check matching LSC only"

Click "Create Report" at the top of the screen, and a dialog box will pop up, so that you can select the Athlete Registration File. Double-click on the name of the correct Athlete Registration File, and an "Exceptions Report" will be created and displayed on your screen.
- E. Once the Exceptions Report is created, send a copy of that report to the Athlete Registration Coordinator, by either e-mail or fax. There could be errors in the Team Manager databases from the clubs entered into the meet. The Athlete Registration Coordinator will contact those teams directly to have them use the registered name of the athlete.
- F. Some Exceptions listed can easily be fixed; some not so easily. Be sure to follow these guidelines and fix the exceptions that can be fixed:
 - a. The easiest way to fix most of the errors may be to browse the RE1 file. This can be accomplished simply by using the same "Exceptions Report" menu as in paragraph "D" above. Just check the box marked "Browse the Reg File". Then, select the correct RE1 file (as you selected above), and you can browse every athlete name. You can even re-sort the lists by clicking on the column headings at the top of the page. This should allow you to find the correct spelling for an athlete, the correct middle initial, and the correct birth date.
 - b. Fix any misspellings of first, middle, last names. Use the RE1 file as the reference file. If there are any errors in the RE1 file, the swimmer needs to contact the Athlete Registration Coordinator, Annette Leach.
 - c. Fix any birthday problems. Again, use the RE1 file as the reference file; it contains the correct birthday. If there are any errors, have the swimmer contact the Athlete Registration Coordinator.
 - d. Generally ignore any mismatches on team affiliation. But, if there are any errors with the team affiliation for on-deck entries, double-check the entry form to be sure that the correct team was entered into the MM database. Do not worry about swimmers competing unattached, or changing teams. This is perfectly acceptable.

- e. Carefully check any "matching ID not found" exceptions. Many of these exceptions may be due to errors in the first, middle, or last names or due to errors in the birthdate (see paragraphs 2 and 3 above). Try to fix those errors. Also, the message that "matching ID not found" may be due to swimmers who have turned in their registration paperwork to their team registrar, but those registrations may not have been entered into the database yet. These swimmers are still eligible to swim.

11. MEET TIMELINES

Meet timelines are used to help swimmers and coaches plan their warm-up/rests/swims, assist meet hosts in scheduling facilities and volunteers, provide meet director and meet referee with a measure of how the meet is running, and allow swimmers and their parents to plan the weekend. In publicizing the meet timeline, though, everyone should realize that it is merely an estimate and that no meet can ever be expected to run exactly on the timeline. That said, it is important that meets not run significantly ahead of the timeline, as it will cause swimmers and coaches to not be prepared. In order to maximize utility and provide a standard basis, Meet Hosts will generate timelines for posting on the Gulf Swimming Website and other publication on the following basis:

- A. Short Course – meets using "flyover starts" shall be based on 20 second intervals (plus a 15 second backstroke interval) and all other meets shall be based on 30 second intervals between heats.
- B. Long Course – meets using "chase starts" shall be based on 0 second intervals and meets using "flyover starts" shall be based on 10 second intervals between heats.
- C. Timelines for time trials, championship meets and meets with unusual circumstances may be based upon different intervals if approved in advance by the Technical Planning Committee Chair.

Email your meet timeline to the Gulf Swimming Webmaster at least by the Monday prior to the first day of your meet. If your meet features split session warm-up, you should also send a warm-up schedule for posting on the website. You may also post timing assignments, parking or other information.

12. MEET PREPARATIONS

- A. Advise your Food Concession Chair of the number of swimmers to facilitate ordering the proper amount of food. Do not forget Officials.
- B. Be sure that you have adequate change for heat sheets. Suggested amount - \$40.00 in small bills. The individual selling heat sheets should arrive one (1) hour before the start of the meet.
- C. Make sure that you have all necessary equipment for the Colorado Timing System. Identify backup computers and printers, connections, cables, extension cords and batteries.
- D. Secure Colorado Timing System console paper and computer paper (regular and ribbon labels).
- E. Set up ready benches, chairs for timers, etc.
- F. Keep records of expenses for the club treasurer.
- G. Keep a record of all meet entries for the Meet Director's Financial Report.
- H. If your pool has movable bulkheads, measure your pool before the meet and confirm after each session! Every lane should be measured by a steel tape or other acceptable

measuring device with the touchpads in place. The distance should measure exactly (within the tolerance of plus (+) 0.03 meters (1 and 3/16^{ths} of an inch)) in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7 and 1/2 inches) below the surface of the water at all points of both end walls. If your measurement is off, then you should adjust the bulkhead, touchpads, etc until your distance is correct. If you find that you cannot adjust to the correct measurement, you should contact the Technical Planning Chair immediately. If your pool does not have any movable bulkheads, the pool should be measured as above, and a certification of measurement should be filed with USA Swimming (Appendix I, page 13-34).

13. CLERK OF COURSE TIPS

- A. Remember, the purpose of the meet is to let the kids swim, not to keep them out. Every effort that is legal should be made to allow them to swim.
- B. Be sure that you have a current *USA Swimming Rules and Regulations* Book and read it.
- C. Know the scratch rules for Prelim and Finals meet and enforce them. Know scratch rules for seeding on the deck. The Meet Referee is the ultimate authority.
- D. Tell announcer, referee, and starter of any changes in heats, such as combinations, excessive scratches, failure to check in, etc.
- E. If you post the heat sheet on the wall in your area for swimmers to look at, there will be less interruptions for questions.
- F. Keep lists of scratches by age group and days. You may be able to work ahead and see possible heat combinations, especially for relays and distance events. (This is important at a long meet, where time is a factor.)
- G. Keep the original team entry sheets in alphabetical order at your desk. If swimmers say that they are in an event, but are not listed on the heat sheet, verification is simple. If you have made an error, ask the Meet Referee how to put the swimmer in the event. It may be necessary to re-seed the event. If there is any other reason why the swimmer is not on the heat sheet, talk to the Meet Referee.

14. MEET DIRECTOR'S DUTIES DURING THE MEET

- A. Prepare the physical facilities around the pool.
 - a. Area or board to post event numbers and lane assignments.
 - b. Timers' Chairs
 - c. Table and Chairs for Clerk of Course, Timing Judge, Awards, and Gate.
 - d. PA system and table and chairs. Table for Colorado Timing System.
 - e. Ready bench area.
- B. Introduce yourself to the Referee and be sure that (s)he knows the Clerk of Course, Timing Judge, and Chief Timer.
- C. Be available during the meet to the Meet Referee and the key personnel.
- D. Check with your key personnel regularly and act as a helping hand, if necessary.
- E. Watch for unruly behavior by swimmers around the grounds and in the restrooms. Contact team coaches, if necessary.
- F. If the meet is held in the winter, have a place for swimmers and parents to go to be out of the weather.
- G. Set aside heat sheets for the coaches, officials, and timers (one for each lane).

- H. Give entry worksheets from teams to the Clerk of Course to have during the meet.
- I. Have a sign-up sheet at the gate for people to sign for final results. The charge is \$5.00.
- J. Have a location (by the exit of the venue) to collect Meet Evaluation Forms and forward the completed forms to the Technical Planning Committee Chair.
- K. Be sure clean-up work is started.
- L. Write a report on the meet and include any suggestions to the next Meet Director on areas that need improvement.
- M. Prepare the Meet Director's Financial Report (see the form in Appendix K, on page 13-38). Submit this form with surcharge check and the MEET MANAGER Team Report to the Gulf Swimming Treasurer within two (2) weeks of the date of the meet.
- N. Prepare the Meet Financial Statement (see the form in Appendix L, page 13-39). Submit this form to the Gulf Swimming Treasurer within two (2) weeks of the conclusion of the meet. This form is required by *USA Swimming Rule and Regulations*.

15. SCORING TIPS - TIMED FINALS

It cannot be stressed enough how important this job is! Accuracy is the most vital ingredient. It is advised that the Timing Judge be the same individual throughout the entire meet with the same assistants, if possible, so that there is continuity during the meet. Any time that there is a question, the *USA Swimming Rules and Regulations Book* or *Gulf Swimming Handbook* should be consulted. Listed below are some hints for a TIMED FINAL MEET.

- A. When using a timing system that has both a primary and button back-up system, the Timing Judge should make comparisons between those two systems. Usually, if there is a 0.3 second difference, the back-up time will show next to the automatic or prime time. Review the watch time to see if the back-up time should be used (sometimes the back-up shows up when, in fact, the prime time is good).

If there is no prime time (swimmers failed to activate the pad), check the back-up times. The back-up time should be used unless there is a BIG difference between the watch and the back-up times. Have the Meet Referee verify the times and sign the timer's sheet.

Watch times usually will be faster than the automatic timing system, especially in the 50's. The watch time should be used as a last resort.
- B. After it has been established which time to use, one person should accurately record the time. If there is a tie, check the times of the tied swimmers to establish that the same time was not used twice. DO NOT round off the automatic times. Drop the thousandths when recording the time (e.g., 31.356 would be 31.35).

Note: Do not break a tie using the thousandths. If times are identical to the 1/100th second, the result shall be declared a tie, with swim-offs only needed in preliminaries to determine finalists.
- C. Ask for the times to be printed in lane order, not place order on the CTS printout.
- D. Only hand-held, battery powered, digital read-out type watches designed for timing purposes shall be used. All watches shall have a resolution of one one-hundredth of a second (0.01 second). Times from all systems shall be recorded to hundredths of a second. The digits representing thousandths shall be dropped with no rounding.

- E. If three (3) watches are used, take the middle time of the watches. Do not try to average two of the three watches:
- | | |
|----------------|----------------|
| 1:21.36 | 1:21.46 |
| 1:21.50 | 1:22.00 |
| 1:21.43 | 1:21.94 |
| equals 1:21.43 | equals 1:21.94 |
- F. If two (2) watches are the same, use that time:
- | | |
|----------------|----------------|
| 1:21.39 | 1:14.56 |
| 1:21.39 | 1:14.62 |
| 1:21.43 | 1:14.62 |
| equals 1:21.39 | equals 1:14.62 |
- G. If times from only two (2) watches are available, the official time shall be the average of those two watches. The digits representing thousandths of a second shall be dropped with no rounding.
- If the watch times are:
- | |
|-------|
| 27.26 |
| 27.51 |
- Then the average time is:
- | |
|--------|
| 27.385 |
|--------|
- And the official time will be:
- | |
|-------|
| 27.38 |
|-------|
- H. Keep the CTS printout with the timers sheets at all times.
- I. Watch for swimmers in the same lane but different heats. Timers sometimes get the timers sheets mixed up.
- J. At a minimum, the following personnel are needed at the scoring table:
- a. One person to compare the times from the CTS console and the timers' sheets. This person could also record the time in the proper place or give the sheet to another person to record.
 - b. One person to put the times into the computer and print the results and award labels. A copy should be given to the awards table to help in the distribution of awards. Places should be marked on the posted sheets.

16. SCORING TIPS - PRELIM/FINALS

- A. Follow the above steps to determine the prelim time for each swimmer.
- B. Use MEET MANAGER to determine the finalists and alternates.
- C. These are the qualifiers for the finals at night and must be announced as quickly as possible as there is a thirty (30) minute waiting period to allow swimmers to scratch the event, if they wish. After the 30 minute period has passed, the scratches are turned into the MEET MANAGER computer operator. Scratches from the finals are made with the Meet Referee unless he designates that they be given directly to the scoring table.
- D. If there is a tie between the last place qualifier and the first alternate, a swim-off will occur. If there is a tie with the top 6, 7, or 8 finalists, a flip of the coin will determine the lane. If there are two final heats at night (Championship and Consolation) and there is a tie between the last place qualifier in the Championship heat and the first place qualifier in the Consolation heat, there will be a swim-off. If there is a tie between alternates, they may decide by flipping a coin or a swim-off.

In no case may a swimmer use his swim-off time to displace another swimmer's place in the finals. The swim-off only determines which of the two swimmers made the finals. The time is official, however, and must be printed on the final results.

- E. Before you have swim-offs for ties, check to see that the same time was not recorded twice for two different lanes in the same heat.
- F. After the top finalists have been determined, list them on a sheet and post it so that all swimmers and parents can see who has made the finals. Also, post all other swimmers' times.

Any other questions about scoring can be found in your *USA Swimming Rules and Regulations Book*.

17. MEET RESULTS

- A. Copies of all meet results **MUST** be sent to:

MEET RESULTS		
	Paper Copy	Electronic Copy
Participating Teams requesting paper copies	Yes	
Gulf Web Page		E-mail to Webmaster. Send a zipped MDB file, a zipped CL file, and a PDF file of the Final Results.

- B. The host team shall mail a paper copy of the meet results within two (2) weeks of the meet to any participating teams that request a copy in writing. Meet results shall be printed in HY-TEK MEET MANAGER "Standard Publication Order." If the meet is a Prelim/Final meet, use the option "A" (All) for printing both Prelim and Final results together.
- C. Entry information, results, and timers sheets shall be maintained by the host team for one (1) year from the date of the meet. The host team shall be responsible for promptly resolving any inaccuracies in the results and re-submitting any results, which have been revised.
- D. All meet results from Gulf Swimming sanctioned meets must be submitted in HY-TEK MEET MANAGER format and in PDF format to the Gulf Swimming Computer Information System Coordinator within three (3) days after the conclusion of the meet. The PDF format shall include the team information page, any team or individual scoring, and the results, in publication order, printed two columns per page. If the results are not submitted within the specified time, the host team will be subject to a fine of \$100.00. Additional delays or failure to follow these rules will result in the forfeiture of bidding rights on meets the following year. Results shall be submitted by e-mail. The instructions, submission requirements and addresses will be available on the Gulf Swimming web page (www.gulfswimming.org).
- E. Hosts for championship meets shall provide the Gulf Swimming Computer Information System Coordinator with a list of team scores and high point award scores. Hosts of championship meets shall additionally supply the Gulf Swimming Publicity Coordinator with a summary of the meet, including winning team, high point award winners, National, State or Gulf Swimming record breakers, and any other highlights, in a format suitable for publication.

18. POST-MEET REPORTS

- A. The Meet Director is responsible for completing and submitting the following reports in a

timely fashion:

- a. The Meet Summary Report Form, Appendix J, page 13-37. This report will help determine, among other things, whether the meet is too small or too large. The Meet Director also has the opportunity to offer suggestions for making the meet better.
- b. The Meet Director's Financial Report Form, Appendix K, page 13-38. This form is used by the Meet Director to determine the amount of fees due to Gulf Swimming, based upon the number of entries in the meet.
- c. The Meet Financial Statement, Appendix L, page 13-39. This form is required of all USA Swimming teams that host any sanctioned meet.
- d. The Meet Evaluation Forms, Appendix M, page 13-40. These forms will be utilized by the Technical Planning Committee for future meets.