

SEOWV League Championships Meet Roles/Notes

Version #12 – August 6, 2006

Referee

- See NCAA definitions
- Ensures application of swimming rules, verifies disqualifications
- Should identify an assistant referee
- Always a member of the Meet Committee
- Be familiar with time integration to help the scoring team on questionable times (or assign a delegate for this role).
- Prepare coaches notes and deliver to Meet Director in advance of the meet for the coaches packets.
- Would be best if we can pre-establish all of the officials and their positions. Considerations for those that are new and their roles in the meet fall to the referee.
- Insure equity in officiating. We need even coverage of the swimmers. Too much or too little concentration of officiating in one area is not fair to the swimmers as a whole. If a rash of DQs occurs in one area, consider shifting that official to another role.
- Record the order of finish, in case there are issues with the timing equipment.
- Provide feedback to the Meet Director on any updates to these roles.

Assistant Referee / Chief Judge

- Insure presence on deck when Referee is handling other tasks.
- May be an assignment on both ends of the pool as an alternative to the Assistant Referee being on the opposite side of the pool.
- Handles disqualification slips on the assigned side of the pool.
- Calls in disqualifications to the referee for approval.
- Assists with judging relay takeoffs or provides relief to other officials during the meet.
- Provide feedback to the Referee or Meet Director on any updates to these roles.

Starter / Recall Starter

- Start each race.
- Recall starter records the order of finish, in case there are issues with the timing equipment.
- Two of three observers need to agree to declare a false start.
- Consider referee and starter standing together, with recall starter on opposite side. This would allow starter to avoid wearing a headset and remove conversation issue at the start.
- Provide feedback to the Referee or Meet Director on any updates to these roles.

Administrative Referee

- Assists at the scoring table.
- Be familiar with appropriate way to deal with time integration. Understand when and how watch times are used to support electronic times.
- Understand and support the need to enter all watch times for a race in cases where all electronic times for a competitor are invalid.
- Accept the time trial entries from the time trial box. Using one of the computers, enter swimmers into the appropriate time trial events. Seed the swimmers in the time trials in

Meet Manager and then adjust the lanes to combine events of equal distance (we can combine other distances, but be sure this is clear). Where possible leave a blank lane between swimmers doing different strokes. Print a heat sheet and indicate the time trial events that are combined with a marker. Make copies and provide copies to the officials and coaches. Time trial names and assigned lanes should be announced before each swim.

- Provide feedback to the Referee or Meet Director on any updates to these roles.

Meet Director

- Complete the meet sanction in time and provide the fee to the zone coordinator.
- Follow-up on pre-meet activities.
- Post meet events file for Team Manager to the league website.
- Insure the start times and breaks are setup for the meet.
- Insure supplies are on hand.
- At least an alternate member of the Meet Committee.
- Final approval on vendor selected to sell swim items at the meet (check for appropriate league usage (versus cluster), Y Logo, registration mark, etc).
- Insure various roles are aware of their tasks.
- Provide assistance and direction to help keep the meet on track.
- Provide a “one column” heat sheet for the Meet Director, Asst Meet Director, Starter and for their use. Also include the heat start times for timeline maintenance (an option in Meet Manager). The best way to distribute this is with comb-binding to make the large number of pages manageable. This version is suitable for taking notes for disqualifications.
- Backup the meet database at the end of each session and store it separate from the computers. A flash drive is a good way to manage this backup.
- Get the meet results score page signed by the meet referee for the final copy.
- Distribute the meet results to each team as a results file – post to the league website.
- Generate a printout and provide to the League Treasurer for billing teams for 1) the initial entries and 2) as a second billing entry the time trial amounts.
- Send final results to the zone and national coordinator to complete the sanction.
- Accept and evaluate feedback on any updates to these roles.

Facility Coordinator

- Liason with the facility and address any issues.
- Coordinate the “permit” with OU. There was a copy of the notes and Summer 2005 permit on the website as a PDF. The information for OU can be found at ohio.edu and then click on Offices and then click on E and find Environmental Health and Safety. Send to wilsonj2@ohio.edu attached as an e-mail for the 3/2006 meet.
- Confirm times and arrangements with facility before the meet.
- Document of previous setup requests available to assist the coordinator.
- Complete the application for food service and insure the teams involved are aware of any limitations.
- Remain available during the meet to be a single focal point when interacting with the facility staff. May need to be on a radio in order to be contacted quickly.
- As of July 2006, OU has at least 16 working touchpads, and they are now part of the overall rental price (unless we use none). Suggest asking Lancaster to bring 5 spares to the meet. Only disadvantage of Lancaster’s equipment is they pads are not the full length of the lanes. But the mileage to transport is less than other teams. The pads shouldn’t be needed unless

- OU ends up with no spares to replace a faulty pad. It also pays to **have the equipment marked**, so it doesn't get confused with the equipment from OU.
- Other pool-related equipment to have available for the meet and logical suppliers:
 - Speakers for under the blocks – Lancaster has 8. For setup, put speakers in lanes 2 through 8. Face the speakers toward lane 10 for best coverage. The plug in lane 1 is used to power the speaker on the far side of the pool for the 25s.
 - Speaker for far side of the pool. Garver and Jon Reidler each have extension speakers with sufficient cable to reach the other side of the pool.
 - Spare start box – Lancaster and Liberty have identical units to OU. Grove City has the upgraded box.
 - Additional deck cable – North has a spare deck cable with 10 lanes
 - B/C Deck Cable – Lancaster has a 10 lane B/C cable to use for the second button.
 - Additional touchpads – Liberty has been very supportive in bringing touchpads.
 - Post signs as needed around the pool.
 - “No swimmer camp” signs.
 - “No flash photography” signs in the stands.
 - Signs directing spectators to the heat sheet sales and to concessions.
 - Record the start and finish times for when the league is using the pool. Note the equipment utilized from OU, and what equipment is brought into the facility by the league teams. Discuss the notes with the staff person at OU, so it's generally clear between the parties at the end of the last session what are charges should be.
 - Examine the bill from OU and compare the charged for times and equipment to notes made during the meet. Review the bill and send the invoice to the League Treasurer for payment.
 - Provide feedback to the Meet Director on any updates to these roles.

Certification Coordinator

- Accept copies of coach's certifications for necessary training.
- Update the document of certifications with expiration dates for their certifications. There is a spreadsheet for coach certifications, and with some updates for the last day of each meet. In cells C4 is Champs, D4 is Zones and E4 is Nationals. For Summer, make cell D4 the same date as the last date for Nationals.
- If a coach supplies a letter from the trainer, or a class roster from the trainer (last 30 days before the meet starts, mark the certification expiration date as the day after Champs. This will ensure that a copy of the certification gets submitted to the league.
- Keep the copies of the certifications for any issues that might arise.
- Communicate to coaches their certification for champs. Best approach is to make regular updates to the league website.
- Provide the Zone Committee Coordinator a copy of the coach certifications spreadsheet at the appropriate date – typically a January 15 date. Keep a copy of the spreadsheet sent to the Zone coordinator, just in case an issue arises.
- Provide feedback to the Meet Director on any updates to these roles.

Deck Pass Distribution / Coach Check-In

- Does this role create the deck passes and coaches packets? Clarify with the Meet Director.
- Team packets have notes from the Referee and a meet program for each certified coach.
- Deck passes for timers, and roles assigned to an individual team are in the Team packets.
- Distribute deck passes to those individuals identified by the meet committee or representative.

- Coach's passes may be in the Team packet of material or may be you may need to individually deliver to each coach as they arrive. If individual delivery is requested, do not provide more than one pass to one coach. The issue is to prevent the usage of a coach pass by another individual.
- Decline access to the deck for those not qualified.
- Bring exception requests to the meet director for review.
- Address any proof-of-time issues as coach check-in.
- Provide feedback to the Meet Director on any updates to these roles.

Entry Packet

- Complete a draft of the entry packet at least 60 days (45 days for summer) prior to the meet. Use last year's meet packet as a starting point. Work to identify language to address issues from the last year meet.
- Deliver the draft packet to the Meet Director and Meet Referee for review.
- Coordinate delivery of the meet packet to the league website (at least 30 days prior to the start of the meet).
- Coordinate delivery of an e-mail notification to teams regarding the meet packet posting on the league website.
- Reminders in the packet for important items:
 - 90 day membership reminder
 - Dual representation reminder
 - Participation reminder (including one meet 45 days in advance).
- Provide feedback to the Meet Director on any updates to these roles.

Entry Chair

- Collects entries from the teams. These are typically due the Thursday before the meet.
- Note which teams are late with entries and communicates to the Meet Director. Keep logs of late entries for possible application of league fines.
- Entries are imported into Meet Manager.
 - NT entries are not allowed, the selection on import should be noted. Any errors or exceptions are reported back to the entry chair for the team.
 - Match on event number should be selected – otherwise the swimmers can end up in the wrong events (some 8 year old swimmers have entered the 8 & Under 50 free and the 10 & Under 50 free).
 - If teams provide entry counts (they should be), compare the counts to insure everything was imported.
- Leading Practice is to return to the team a printout from Meet Manager showing the entries provided. This allows for any corrections. If there are any errors on the import of entries, these should be identified with the return document to the team. Send this notification to the coaches listed on the league website, along with the person who submitted the entries.
- Once entries are all entered, reviews are completed:
 - Run a Psyche report of the top 5 times. Look for times that are better than the meet record. These should be compared to meet results from dual meets and invitational meets, as they are likely errors by the entry chair. Log the error and communicate to the entry chair. *If we have a league database of meet times, check the top heat for appropriate prior swim times.*

- Run a Psyche report of the bottom 5 times. Are any times outrageous? Times entered as 29:00 will end up being seeded like a 29 minute entry time. These must be reviewed by the entry chair for correction.
- PRINT an athletes list. Review the list for any entries in all capital letters. Correct as necessary.
- Run the various exception reports to see if there are errors. Be sure to run the report for **Event/Athlete Sex/Age Mismatch**. We have had entries where Coaches corrected the age after making some swimmer entries into events. It's not an obvious error.
- Check the meet for any excess entry counts. For champs, the limit is three individual and two relays (there is a new exception for Summer Champs for the 13 & over day).
- Teams have one day to make a limited set of corrections without penalty.
- Accept adjustments and keep track of any changes. The changes should be reviewed with the meet committee for any application of late fees/penalties.
- Deliver a copy of the meet database to the Meet Director and/or coordinator for printing the meet program.
- Keep a backup of the meet personally, just in case.
- Provide feedback to the Meet Director on any updates to these roles.

Meet Programs Printing

- Identify a printer to print the program. Insure they can complete the job by Friday morning – assuming a late Tuesday delivery of the final program. You may want to consider a “proof” of the print job to insure it gets assembled properly.
- Programs sell for \$5 with the profits going to offset the cost of the meet.
- Work with entries person to create original meet program. A PDF to the printer typically works well.
- You should get a copy of the T-Shirt design and decide if it is suitable for the meet program cover. Some designs print well in black and white while others do not. You may have to just insert a Y logo to make up the cover.
- Contact the meet director for any information that may be appropriate for the meet program. Pages used in prior meets are typically available for update and reuse.
- Meet program should be printed with SEOWV League version of Meet Manager (to comply with Hy-Tek licensing).
- Consider adding in a page of the Team abbreviations and athlete/entry counts.
- Review the prior meet program for appropriate information to include. Where appropriate, information can be added or deleted to maximize the 4 pages multiple necessary when printing on folded 11 x 17 paper. In other words, adding a “thank you” page and taking the program to 25 pages (28 when printed) is an unnecessary expense.
- Have the programs printed. Recent approach is 11 x 17 paper printed on both sides and then folded and stapled. Photocopy and a staple in the corner is less than desirable. Program printing should cost somewhere in the vicinity of \$1 each.
- The quantity should be reviewed with the Meet Director. Typical counts are 70% of the athlete entry count for the age-groups/sessions involved. Additional programs for coaches should be added to this count. If officials will be using these programs, add that amount in also (photocopy heat sheets with event start times may be more appropriate for officials).
- Friday night heat sheets. Psyche sheets are just photocopied for usage on the Friday night session if the events require check-in and reseeding. Heat sheets would need to be printed and posted. Friday sheets may be photocopied and stapled in the corner. They should be

- printed on both sides. Given the expectation of a small number of swimmers, these should be distributed for free. Consider 100% of the athlete count for this printout.
- Program is typically ready on Tuesday morning, and needs to be delivered to the meet site on first arrival to the meet.
 - Meet programs are stored securely until delivered to the Heat Sheet Sales team. Early release has created situations of having copies made in advance of the meet to avoid the \$5 heat sheet price.
 - Deliver the printer's invoice for the charges to the Treasurer for reimbursement.
 - Provide feedback to the Meet Director on any updates to these roles.

Heat Sheet Sales

- Heat sheets are available at the opening of the building.
- The team should bring change to handle initial sales. Change should be around \$100 consisting of five dollar bills (since the heat sheets are \$5 each).
- Heat sheets are sold until gone, or one hour after the start of competition. For split sessions in one day, heat sheets must be sold throughout the first session and one hour into the second session.
- At the time that heat sheet sales are dwindling (one hour after the start), deliver the remaining heat sheets to the concessions team. They can sell the heat sheets (better to sell them than throw them away) and the concession team can keep the proceeds.
- Net proceeds (after deducting initial cash box) should be counted and delivered the day of the meet to the League Treasurer or the Meet Director. Both should agree to the amount collected.
- Provide feedback to the Meet Director on any updates to these roles.

Admission Chair / Day-Of-Meet Admission Sales

- Set admission prices for the meet (zones only).
- Pre-sell tickets?
- Sell tickets at the door for the meet.
- The team should bring change to handle initial sales. Change should be around \$100 consisting of \$50 in one dollar bills and \$50 in five dollar bills.
- Provide arm bands to the spectators, to facilitate reentry to the facility.
- Provide feedback to the Meet Director on any updates to these roles.

Chief Timer

- Coordinates timer activities.
- May be asked to provide timer briefing.
- Assembles clipboards and lane timer sheets with pencils.
- Provides vests to backup timers for easy identification.
- Keeps spare pencils in case a timer loses or breaks a pencil.
- May wear a vest for identification.
- Runs a backup watch.
- May assist in "catching" swimmers in case of disqualification.
- Insures timers get breaks as needed.
- Collect pencils, vests and clipboards (and maybe watches) at the end of the meet. Returns equipment to storage case for next year's meet.
- Provide feedback to the Meet Director on any updates to these roles.

Timers

- Teams are each assigned a timer role. Timer counts are established to supply two per competition lane. You may want to assign plus two or three backup timers, depending on the equipment setup.
- Very small teams (check the count of swimmers by session) may be excused from timing. But no team should be required to provide more than 3 timers. The distribution has been as low as one timer for each 6 swimmers (summer) to as high as one timer for each 25 swimmers (winter).
- Teams are to supply their own stopwatch for their timers.
- Teams should be reminded that this is a championship meet. Please don't assign timers who have never timed at a meet.
- Each timer should start a watch at the beginning of the race. This meet will **not** indicate "timers clear your watches."
- With **two-button** timing:
 - Only one watch time is necessary to be recorded.
 - The second watch on each lane acts as a backup watch. There is no backup timer in this case.
 - **Both** timers push the plunger at the end of the race, while only one is required to stop their watch. Typically the timer without the clipboard is the time recorded. Be consistent.
- With **one-button** timing:
 - Each timer must end up with a watch time.
 - Backup timers must be assigned for the meet to allow mis-started watches to have a valid time.
 - Two backup timers are assigned for each session. One to be stationed at the end of the first competition lane and one to be stationed at the end of the last competition lane.
 - One timer pushes the plunger, while two timers will stop their watch.

Timing Console

- The timing console manages the timing computer (Colorado for OU).
- The heat and race numbers are advanced as necessary.
- Records are input to the console at the start of each new event.
- DQs are entered into the computer as communicated by the Meet Referee.
- Patterns of timing issues are relayed on the radio for possible resolution (consistently missing a pad or a button).
- Look for unrealistic split times that might indicate a pad is not firing properly.
- A good rule of thumb is to "Store/Print/Reset" when the step-up/step-in whistle blows. This will most likely avoid any issues with DQs not getting entered before making results available to Meet Manager.
- When the timing setup switches ends, make sure the settings in the timing console are correct and the cables connected to the right plug. This should be tested before the meet.
 - In March, 2006 using the Lancaster Colorado Timing Console: The far end plug just has to change between the second and third plug on the back of the console. You can leave the primary plug in place even when timing to the far end. The primary plug picks up the start signal. As the timers change ends, update the setting in the Timing Console to remove the setting for far end splits. Put the setting back on for 50+ yard races.

- In July, 2006 with the recently updated console from OU, we did not have to change the far-end splits setting in the console. The system realized that the far-end button would be the finish of the race.
- When notified that swimmers competed in the wrong lane, or a DQ is not recorded in the console, complete the “Swimmer Adjust Report” and provide the update to the scoring console. The report reduces the chances of miscommunication of important information.
- Provide feedback to the Meet Director on any updates to these roles.

Computer Operator / Runner (Meet Manager)

- Get times from the timing console (electronically) (unless this is completed at the timing table).
- Pickup timer sheets, relay takeoff cards and DQ slips from the lanes for any timing disconnects between the pad and the backup buttons. These should be stapled together in lane number order (DQs and relay cards can be on the bottom).
- Accept any Swimmer Adjust Reports from the timing console and make the appropriate changes before times are captured. The timing table may perform this activity.
- Research any times identified by Meet Manager in yellow (pad time is too slow) or blue (backup time is too slow) or green (one backup button time is too slow).
- Use Time Integration where necessary before using any backup button times.
- (When using just two backup buttons, confirm the two backup button times are within reason of each other. Meet Manager will NOT color the rows even though one time may be incorrect.)
- Before using any stopwatch times, review the situation with the Meet Referee, Assistant Meet Referee or Administrative Referee. Time integration of stopwatch times requires all stopwatch times to be entered into the heat. Backup button times are erased after any backup button times are integrated. Stopwatch times are then entered into backup #3 to note where we used the stopwatch times. Time integration is required when mixing stopwatch times with electronic times.
- Check the DQ slips to insure they are all recorded in Meet Manager. If not, confirm the DQ with the administrative referee or the referee.
- DO NOT delete any swimmer entries in the program. Even if there is a desire to scratch a swimmer, you only want to mark them as NS on the program. Deleting entries causes problems when trying to summarize the meet costs for the Treasurer.
- Print copies of event results after events are complete. One is posted near the awards room. One is posted in the hallway upstairs. Where the gym is used, a copy is posted near the gym. The final copy is delivered to the awards room. A member of the Computer Operator team handles this delivery and posting. Could be the same individual that picks up timer lane slips.
- Labels are printed as needed by the Awards team. Do NOT print labels to avoid any confusion.
- Upload events to the web (if setup properly), by using F11 and F12 after working heats and events.

Web

Log-in Settings

Enter your site address such as
ftp://ftp.mywebsite.com or ftp://mywebsite.com

ftp://ftp.seowvswim.org

User Name : coachjai@seowvswim.org

Password : *****

Working Directory (case sensitive) : coachjai/2005ChampsSummer

Working Directory examples - NT: main\results; Unix: main/results

Close Web Site

Upload Event Schedule

Upload Default Result Pages

Upload Psych Sheets for Rounds Not Done

Upload Results for All Completed Rounds

Create files, but do not Upload Upload Psych Sheets only

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- If not done by the administrative referee, enter the Time Trial entries into the computer during the meet. During the relays complete the seeding to combine events of equal distances to maximize lane usage. Use the sessions page to align the events in order to make it easy for the officials to run the time trials. Just overwrite the sequence number to change the order.
- Backup the meet database at the end of each session. Just in case issues occur with the meet database.
- Provide feedback to the Meet Director on any updates to these roles.

Award Ordering / Awards

- Secure a vendor for awards.
- Order sufficient awards for all individual and relay events. Insure extra awards are ordered to address any ties. Review the league by-laws for the championship meet. There are requirements for the type of award and counts based on whether this is a summer or winter championship meet.
- If custom medals are completed, speak with the league president about the costs and whether ordering for Winter and Summer Champs may make the awards more economical.
- Check with the meet director on the cost for awards. Start with a cost of approximately \$2.50 for medals (we need over 1,500 for Winter Champs). Ribbons should be good quality with tags and strings. Flat ribbons are probably inappropriate.
- Remember this is a Y event. You should be able to purchase with the tax exempt number of your local Y.
- High point awards. The by-laws have specific statements about high point awards.

- Secure team awards for the winning team (according to the by-laws and meet packet). There is a rotating plaque for the winning winter team. How does a team get the check to deal with their own award?
- Insure heat winner ribbons are ordered. Use the prior year meet heat count as a basis for ordering and insure at least 10% extra.
- Participation tokens for all swimmers? We'll need to have a pretty good estimate of the token count to get these in before the meet. Add 15% to the count of swimmers from the prior years meet? The appropriate number of tokens is given to coaches based on the athlete count entered in Champs – this is not a count of all league swimmers. Order plenty to make sure no swimmer goes away empty handed.
- Awards should not be started right away the first day of the meet. The awards team can process those awards late the first day and catch-up at the beginning of the second day. This prevents any errors from creating any rework (from the first day).
- The Awards team is responsible for printing labels as events are completed and posted. This puts the responsibility for any errors in double printing with the same group. The league has a version of meet manager that allows a “check-mark” to be made after labels are printed. Since there have been issues with duplicate awards, the awards team will hold the responsibility for label printing and award assembly throughout all days of the meet. Starting with Summer 2006, there was a computer in the awards/hospitality room and a printer dedicated for award labels.
- No awards are to be processed until 30 minutes past the posting of the results page for public review. This allows for protests of times by the teams.
- Award labels are **affixed to the bags** for any medals. Experience with attaching labels to the neck loop or the medal is undesirable.
- Awards are held until the end of the meet and delivered to the coach (or representative). Any awards not picked-up by the team are mailed to the team at their expense.
- Consider a bag (or two) for each team for collecting awards. Reisbeck grocery in Zanesville or Cambridge has good bags with handles. Also consider Trader Joe's with the same bags (one in Columbus). Consider contacting someone on a team in those cities to see if they can get a supply to use at Champs.
- The team ordering awards should submit the invoice for the awards to the League Treasurer for payment.
- The Awards Ordering team keeps any extra awards and uses these to address any errors identified after the meet (missing awards, etc). Delivery of any errors will be at the expense of the league. Maintain receipts for this activity and seek reimbursement from the league Treasurer.
- If awards are not picked up by a team, delivery of the awards is at the expense of the team. Insure you have a way to get reimbursed before mailing awards to a team.
- Provide feedback to the Meet Director on any updates to these roles.

Secure Swim Apparel Vendor

- Bid requests are made to appropriate vendors. Consider Swimmer Connection, Kast-A-Way and Greenhouse Aquatics. These vendors are familiar with the meet and the location. There is no requirement to use one of these three vendors.
- The highest rate of return back to the league is selected as the vendor. Exceptions are made if a vendor is not of sufficient size to offer adequate amounts of on-hand supplies. You could have a 20% rate of return bid, but if they only bring \$2,000 of stock, we won't get a viable return for the league.

- The vendor should be warned to leave materials inappropriate for YMCA meet at the store. Consider anything with any offensive language or demeaning characteristics to be inappropriate.
- There are just 2 tables allocated from the rental at OU for the vendor. Other tables must be requested well in advance of the meet, or brought by the vendor.
- Communicate the information on vendor selection to the Meet Director.
- All rebates from the vendor are to be sent directly to the league treasurer.
- Provide feedback to the Meet Director on any updates to these roles.

Secure Other Vendors

- Are other vendors appropriate for the meet?
- Consider a photographer with an appropriate rebate to the league.
- Maybe a tag vendor and rebate?
- Provide feedback to the Meet Director on any updates to these roles.

T-Shirts

- Identify a production facility of the T-shirts.
- Create a design for the T-Shirts.
- Review the design with the Meet Director (or League President).
- Note this is the Southeast Ohio / West Virginia League (we are not a cluster).
- Order date established. Pre-orders are most effective. But additional sales at the meet can be strong. It is important to not order too many and cut into the proceeds. Could the supplier print more later for shipping to the teams (at additional cost)?
- The proceeds from t-shirts help pay for the meet! Consider negotiating an early order date with the vendor, in exchange for a lower per-shirt cost.
- The order form and t-shirts should be available to the teams no less than 45 days prior to the meet.
- Provide the flyer for posting to the League web site.
- Checks from teams should be made out to the League.
- Deliver an electronic copy of the design to the Meet Program team, for possible use on the cover of the meet program.
- Accept orders from each team.
- Collect checks from teams on the first day of the meet for pre-orders.
- Deliver team checks to League Treasurer.
- Deliver the invoice for the t-shirt charges to the League Treasurer for reimbursement.
- Provide feedback to the Meet Director on any updates to these roles.

Treasurer

- Get a listing of the entry fees from the Entry Chair.
- Compare checks from the teams to the Entry Chair report. Discrepancies are added to the amount to be collected or refunded to the team.
- Get a listing of the Time Trial entries after the meet. These dollars are added to the amount due from each team.
- Send balance-due statements to each team.
- Provide feedback to the Meet Director on any updates to these roles.

Hospitality Room

- The team acquires food supplies and manages the hospitality room.
- Review the food permit request distributed and request adjustments and/or plan to meet the requirements in the food request.
- The teams are allocated an appropriate dollar amount for the meet by the Meet Director. Winter champs should be at least \$700 for Friday/Saturday and \$600 for Sunday. Summer Champs may be a bit less, due to the smaller size of the meet and budget limitations.
- Hospitality is only available to coaches and officials. Timers are not eligible for the hospitality room (but see below). Deck passes are typically colored as Saturday, Sunday or both days to help hospitality understand the appropriate “guests.”
- Sufficient supplies are maintained. Consider:
 - Individual servings of food and drink are more appropriate than bulk purchases. The time and mess created when dealing with cups for drinks or plates for bulk items like chips make individual servings more appropriate. Meat/cheese trays for build-your-own sandwiches are appropriate.
 - Bottled water in 500 ml bottles (or less) is a key need.
 - Soda pop is appropriate. Be sure a balance of diet soda is provided. All drinks should be iced down early.
 - Appropriate early morning supplies are considered. Coffee should be started upon arrival.
 - Lunch supplies are considered for any meet that covers the lunch. It is desirable that one “hot” dish be supplied (sloppy joes, macaroni and cheese or some alternative).
 - Sweet treats like cookies, brownies or something similar.
 - Consider a fruit or a vegetable tray.
 - Consider small “bathroom size” cups of trail mix for distribution.
 - Plates, cups, napkins, spoons, cream, sugar, etc.
 - Wet wipes are a requirement of OU for the food permit.
- You should make contact with the concessions team and identify if you want to participate in the purchase of pizza at the appropriate time. You should be able to purchase pizza at the wholesale cost used by concessions.
- Make an hourly run of water to the timers and workers on deck. You may also want to offer a small item like the trail mix or grapes in a cup. Maybe even provide some cookies to deck workers. The timers are not typical hospitality participants. But this is a gesture for their tireless work.
- Be aware of the food permit limitations created by OU.
- Send receipts for purchases to the League Treasurer for reimbursement.
- Post the permit from OU in the concession area. The previous permit process has limitations regarding the usage of ice. OU also required providing wet naps for the patrons to use for cleaning their hands.
- Provide feedback to the Meet Director on any updates to these roles.

Announcer / Display Board Operator

- Make announcements as necessary.
- Announcer for the pool area and the Gym (?).
- Make **no announcements** between when the swimmers are “stepping up” until the start of a race.

- The announcer will assist with calling relay races to behind the blocks at appropriate times. They should have no more than three races behind the blocks. Other swimmers should collect away from the blocks end of the pool.
- At the final heat of each race, look for swimmers who might break the league record. Provide compelling commentary and note if the final display board times broke the record.
- Results announcements are made to the spectators. Any league records broken should be played-up to the spectators.
- “Quiet for the start” may need to be announced when the swimmers behind the blocks become too loud. Seek your cue from the starter or the meet referee.
- Consider having the heat start times printed in the meet program and skipping the message board. This may be more important if we have to use the Grover Gym to house camp. In that case the swimmers will not be able to see the message board anyhow. If we don’t print heat start times, then we need to get announcements to the Grover Gym.
- As an alternative to heat start times, we may have a second announcer in the Grover Gym. They would take input from the pool announcer and call heats to the blocks as necessary.
- Announcer may also be asked to utilize a computer and do the “get times” activity in Meet Manager. If possible, the ability to adjust a swimmer from one heat to another prior to doing “get times” would be exceptional support. It may also be necessary to mark a swimmer as a DQ, in case the DQ comes in too late for the timing console to make the entry.
- Provide feedback to the Meet Director on any updates to these roles.

Bullpen

- The primary goal of the bullpen is to maintain two heats of swimmers behind the blocks.
- Utilize the headset to communicate to the announcer and display board operator when you may need additional swimmers called to the bullpen. Avoid communication on the headset between the command “Step Up” and the start of a race.
- Organize the swimmers in the chairs and deliver heats of children to behind the blocks.
- If the first heat is reduced to one or two swimmers and there is an opportunity to consolidate heats, communicate the situation to the Meet Referee for possible action.
- There are typically four rows of chairs available for the bullpen.
- Bring appropriate lane number signs for the chairs (10 lanes possibly in use at the meet).
- No special activity is taken to make a PA announcement for missing swimmers.
- The bullpen is not operated for relay events.
- Provide feedback to the Meet Director on any updates to these roles.

Deck Marshals

- Insures that only swimmers or adults with deck passes are allowed on deck.
- Any adult requesting entrance without a pass should be sent upstairs or directed to the deck pass distribution table.
- Please be courteous to anyone working for the facility that may not have a deck pass.
- There will be situations where a replacement timer is going to need to switch with a timer on deck. Please work to accommodate these individuals.
- Consider signs to post at each entrance indicating “Swimmers and Meet Workers with Deck Passes only.”
- At Ohio University, there are 5 entries to the pool deck.
 - The ladies locker room.
 - The mens locker room.
 - The main door on the lower level near the locker rooms.

- The door near the deep end, but across from the diving boards. This door is typically left closed, but still must be marshalled. The blocks extend near this door, and the area behind the blocks is already congested. So leaving this door closed will reduce congestion.
- The door near the deep end and adjacent to the diving boards.
- The league equipment box has bright colored vests to make the deck marshals more visible. Some spectators will just try to pass through the door without realizing the doors are guarded.
- Please insure doors are covered at all times by having relief deck marshals available and rotating through the locations.
- Difficult individuals should be reported to the Meet Director.
- Provide feedback to the Meet Director on any updates to these roles.

Concession Stand

- The concession stand team operates a concession stand for the patrons of the meet.
- Profits from the concession stand belong to the team operating the stand.
- Review the food permit request distributed and request adjustments and/or plan to meet the requirements in the food request.
- Limited electrical appliances operation is allowed by OU in the operation of the concession stand. That would tend toward crock pots, warmers, coffee pots and the similar appliances. The teams need to be careful to not overload the circuits. There are limited electrical outlets – and that should limit number of appliances utilized.
- Consider swimmer appropriate snacks for your concession stand:
 - Fruit
 - Vegetables
 - Water
 - Bagels
 - Gatorade/Powerade
- Contact pizza shops at the site to identify the best deal for a large number of pizzas. Share the information about “wholesale” cost of pizzas with the team handling hospitality. They may want to add to the order and provide pizza to the coaches and officials.
- Consider spectator desires for the meet.
 - Pop
 - Diet pop
 - Water
 - Pizza
 - Hot dogs (consider locating a commercial hot dog cooker)
 - Individual service of Salsa
 - Candy
 - Donuts in the morning
 - Coffee -- bring in cafes of coffee made in your hotel room? One hotel with a breakfast buffet supplied the coffee to the team for booking their block of rooms at the hotel.
 - Pre-made sub sandwiches
 - Walking Tacos
 - Sweet treats like cookies, brownies or something similar.
- Consider if you want to sell any highlighters or pens.

- Post the permit from OU in the concession area. The previous permit process has limitations regarding the usage of ice. OU also required providing wet naps for the patrons to use for cleaning their hands.
- Please clean up the concession area at the conclusion of the meet.
- Provide feedback to the Meet Director on any updates to these roles.

Lost/Found Coordinator

- Collect leftover items from the meet facility.
- Answer requests from teams to locate lost items.
- Ship items to requestor at requestor expense.
- Remaining items are donated to the YMCA and/or local charity as decided by team taking this role.
- Provide feedback to the Meet Director on any updates to these roles.

Potential Additional Roles

- Team or individuals to help with pool setup.
- Team or individuals to help with meet tear-down.
- Someone to help organize and provide supplies.
- An individual or team to deal with deck pass creation/lamination.

Stuff to prepare beforehand (move under a role?)

- Have lane timer sheets completed and sorted.
- Identify where the “breaks” are for the lane timer sheets, so the scoring console knows when to collect from the timers. Suggest new sheet when girls events start.
- Complete the referee format of heat sheets.
 - Single column format
 - Preferably bound at the edge.
 - Include heat start times.
- Deck passes created for the various roles.
- Have coaches packets prepared, with deck passes and heat sheets – **only for properly certified coaches** – in the envelopes. Include coaches notes (check with Referee on any notes required).
- Is this a meet where we need to do meet scheduling? Starting in 2004, we did summer meet scheduling at the March Championship meet. Prepare the sheet for teams to do scheduling and bring it to the meet for scheduling on Saturday afternoon (after time trials).

Setup Items

- Lay out the timer clipboards with the sheets for the lane. Include a fresh pencil on the clipboard.
- Have adequate copies of heat sheets for the officials. Have sufficient relay takeoff cards for the number of lanes and races for the day.
- Two tables under the high dive for the scoring equipment and secondary laptop.
- One table under the high dive for equipment boxes.
- One table on the 1-meter diving platform for the timing console.
- Two tables for the bullpen.
- 3 chairs behind each block.
- 4 sets of 10 (or 8) lanes of chairs for the bullpen.

- 6 Chairs to the scoring area.
- 8 Chairs to hospitality.
- 2 chairs to timing console.
- Tables in the hospitality room for awards and hospitality.
- Caution tape on the counters near the starting end of the pool.
- Post the sanction form.
- Post the food permit from OU.
- Block off the one corner for the bullpen on Saturday night. Leave room in the corner for the swimmers to gather (don't push the chairs toward the wall).
- Post No Swimmer Camp signs from the starting block of lane 1 around to the low rise diving board.
- Setup the message board (if used).
- Setup the computers. Insure communication between the computers, to the Internet and with the timing console.
- Setup the deck cables with the pad and two buttons. Insure proper communication between the timing console and the scoreboard.
- Check the laptop sound volume and test the playing of the National Anthem off of the laptop and into the PA system.
- Bring awards into hospitality/awards room.

Equipment To Be Brought

- Arrange for 8 fiberglass starting blocks from Marietta or Parkersburg.
- Spare start boxes from Liberty and Lancaster
- See Facility Coordinator role.
 - Bring deck cables from Y's so we can finish at both ends. North has a 10 lane cable that's pretty much used twice a year, so it's in good shape. Purchased for North on the basis of loaning for usage at Champs. League has 50-meter extension cable, allowing the cable to wrap around the end of the pool to the diving platform area. There is also a short converter cable that allows a standard deck cable to act as a B/C cable. LYST has B/C 10 lane cable to use at one end. We need to bring 2 cables plus the extension for all to work well at both ends. A spare would be a good idea.
- Spare touchpads from some teams. Need 5 spares, just in case.
- Need to bring somewhere in the neighborhood of 26 additional backup buttons. Need second set of 10 on the blocks end of the pool. And then we need to fill 8 lanes with two each at the diving board end of the pool. Gahanna and Garver have different color buttons that make them easy to identify.
- Bring the 8 lane-oriented speakers from LYST so the sound carries well across the 10 lanes.
- Extra speaker to run to the far side of the pool so timers can hear announcements for 25 yard races (or hear at the far end for 50 meter races during long course events). If plugged into the speaker cable from Lancaster, will need to be a banana plug end.
- Air-Horn for when it's particularly noisy.
- 75 Foot cable with banana plugs at both ends. May need for starting on far cable. May be needed as an extension for the speaker to the far side.
- May need a phono-to-banana plug converter to allow the speakers to be plugged into the new Colorado swim start.
- Null modem cable to go from the Timing Console to the laptop. With the timing setup in the diving area, a longer cable would be more useful. In Summer 2005, we used several

- USB cables strung together to make the distance. In Summer 2006, we used a computer on the same table as the timing console, so additional length was not necessary.
- Buy an extra microphone for the Colorado start box.
 - Consider an extra microphone with the long cable. Useful for the recall starter. Be careful this does not get wet. Or consider a second microphone with a long cable as a spare. Or consider a long extension cable, so a regular microphone can be used as a replacement when issues occur.
 - Gun for the recall starter and for the 500s.
 - Bell for the 500s.
 - Need to rent radios for communications between the pool and the Grover Gym.
 - Make arrangements for the display board, interface and laptop from Jerry Garver Y (could use the Garver software and use the laptop Jon has as the networked meet manager connection).
 - League laptop for Meet Manager (consider a backup laptop just in case). Used four laptops for the Summer 2006 meet and a wireless connection. Wireless router plugged into uninterruptible power supply to insure consistent operation. Wireless allowed:
 - One computer on the timing table to “get times.”
 - One computer on the scoring table for majority of meet scoring (League Computer).
 - One computer on the scoring table for time trial entries and miscellaneous activities.
 - One computer in hospitality/awards to print labels.
 - League computer was main database storage.
 - Wireless network was secure to avoid any hacking into the meet database.
 - League Printer on the scoring table.
 - Backup printer. Can also attach the backup printer to the awards laptop and use the extra printer to print award labels (in the hospitality room).
 - Bright vest for the deck marshals and backup timers to wear.
 - League clipboards for timers (clear clipboards with QUIET PLEASE showing on the reverse side, and with timer instructions printed).

Miscellaneous Supplies to Bring


- 8 D-Cell batteries to load the Colorado Timing Console as a backup.
- 9 Volt batteries for the PA system wireless microphone.
- Box of AA batteries for officials’ headsets (or whatever size necessary).
- SEOWV has a heavy duty stapler to staple results into a batch.
- Spare stapler.
- Binder clips for bigger batches of papers.
- Paper clips.
- Award labels (and make sure there are spares for mistakes).
- Printer paper.
- Caution tape (or rope) to block off the counters on the inside wall.
- Duct tape to tape up the caution tape.
- Low tack tape to tape up signs and to post awards. We need to work with OU on a location in the Grover Gym area – tape on the walls is not allowed in the Grover gym.
- Sharpened pencils (box of 75 or so).
- Pencil sharpener.
- Magic Markers.
- Highlighters.
- Stretch straps to hold the floating bulkhead in place.
- Short toggles to attach wires to the bulkhead or other items to the blocks.

Swimmer Adjust Report

Swimmer Name _____

Entered in Event _____ Heat _____ Lane _____ or Add 

Swam in Event _____ Heat _____ Lane _____ Race # _____

DQ Not recorded in timing console 

Notes: _____


Corrected in Meet Manager by: _____

Swimmer Adjust Report

Swimmer Name _____

Entered in Event _____ Heat _____ Lane _____ or Add 

Swam in Event _____ Heat _____ Lane _____ Race # _____

DQ Not recorded in timing console 

Notes: _____

Corrected in Meet Manager by: _____