

Weatherstone Swim Team Meet Procedures-2010

Prior to each meet, **Meet Director** will finalize the roster and provide copies.

1. TSA Rep – home copy
2. TSA Rep – visitor copy
3. Ribbon Writer
4. Scorer
5. Meet Director

(Meet Directors will make a master copy with all swimmers registered before the first meet. This will remain on each clipboard for every meet. If a new swimmer is added, we will update list.)

Meet Manager software will generate (by **Time Entry Person, jim**) an “Age Group Line Up” and be sent via email to the **Head Coach** by Sunday. **Head Coach** will review the “Age Group Line Up” to reflect desired line up for Tuesday evening swim meet. Swimmers in the Main Event will be given an assignment of M1 and M3 for home meets. (Software might change the labeling, TBD) All other swimmers in the age group will be ranked 1, 2, 3, etc based on speed. **Head Coach** will have reviewed and revised and send the “Age Group Line Up” to the **Meet Manager Time entry Person (jim)** by 11 am Tuesday via email. The **Meet Director** will proof the “Age Group Line Up” prior to the Meet . **Meet Director** will provide copies.

1. Kid Pushers
2. Clerk of Course
3. Head Coach
4. Meet Director
5. Extra

After **Head Coach** has completed the “Age Group Line Up” and has been double checked by **Meet Director, Head Coach** will complete the “Pink and Blue Sheets”. The “Pink and Blue Sheets” are only used for Main Event. The “Pink and Blue Sheets” will be given to the **Meet Director** by 11 am on Tuesday. **Meet Director** will ensure that “Age Group Line Up” and “Pink and Blue Sheets” agree.

Prior to the start of the meet, **Meet Director** will provide “Pink and Blue Sheets” to the **Clerk of Course**. Each team has a **Clerk of Course**. It is the responsibility of **Clerk of Course** to make sure that Main Event swimmers are in the proper lanes. When the **Clerk of Course** is satisfied the team’s swimmers are in the proper lanes, **Runner I** is signaled to pick up the “Pink and Blue Sheets”. **Runner I** will take the “Pink and Blue Sheets” from both team’s **Clerk of Course** to **Recorder**. There is only one **Recorder** – provided by home team.

At the conclusion of each Main Event the **Recorder** with the assistance of **1st, 2nd, and 3rd Place Judges** will record the finishing position of the participants receiving scores. The first place swimmer’s times will be recorded on the “Pink and Blue Sheets” and sometimes the second place. The source of these times should be the **1st Place Judge**. **Recorder** will signal for **Runner II**. **Runner II** will take the “Pink and Blue Sheets” from **Recorder** to **Scorer**. **Scorer** will use “Pink and Blue Sheets” to complete the “Score Sheet”. In individual events, first place is 5 points, second place is 3 points, and third place is 1 point. When swimmers are considered to have finished in a tie, any applicable points shall be equally divided between the tied swimmers as stated in the 2010 TSA Rules. In relay events first place is 5 points. If there is time, **Scorer** can check the “Team Records” to see if a record has been broken and has the option of passing that information to the Starter to be announced. **Scorer** then passes the “Pink and Blue Sheets” to **Ribbon Writer**. **Ribbon Writer** will use “Pink and Blue Sheets” to complete ribbons. Ribbons and “Pink and Blue Sheets” will be put in the file box.

It is the responsibility of the **Stroke and Turn Judges** for each team to watch for violations. If a violation is observed, the **Stroke and Turn Judge** will complete a *"Yellow DQ Form"*. **Stroke and Turn Judge** will signal one of the **Runners** to take the *"Yellow DQ Form"* to the **Scorer**. **Scorer** will ensure that disqualifications are correctly recorded on both *"Pink and Blue Sheets"* and *"Score Sheet"*. *"Yellow DQ Form"* is then placed in file box. Time entry will record DQ's.

Prior to the start of the meet, **Meet Director** will organize a clip board and one set of *"Timer Sheets"* for each lane. Two **Timers** are assigned to each lane. One **Timer** works the first half of the meet and the other **Timer** works the second half. The change is usually made after backstroke events. The responsibilities are the same for each **Timer**. See [Appendix B](#) for *"Instructions for Timers"*. At the end of each race, **Timers** record the times from the stop watches on the *"Timer Sheet"*. It is very important that the correct number for the swimmer be recorded with the time. It is not necessary to put the swimmer's name. Swimmers are encouraged to yell out their number as they exit the pool. If a swimmer from the opposing team is in a Weatherstone lane, the timer should record that swimmer's time on the *"Opposing Team Timer Sheet"*, also on clipboard, and give sheet to a timer from the other team at end of meet. Once a *"Timer Sheet"* is completed, **Timer** will signal one of the **Runners** to take the *"Timer Sheet"* to **Time Entry**.

Ideally, **Time Entry** will be set up at the pool during the meet. Time Entry should be set up next to Scorer table thus being next in line to record DQ's. Results from the *"Timer Sheets"* will be entered into *"20xx Meet Times"* during the meet. If entry during the meet is not possible, it is the responsibility of **Head Coach, Meet Director and/or Time Entry** to enter all times into *"20xx Meet Times"* by Thursday 11 am. The new swimmer times will be uploaded to the website prior to the next meet.

At the conclusion of the meet, all Main Event Ribbons, *"Pink and Blue Sheets"*, *"Yellow DQ Forms"* and *"Timer Sheets"* will be in the file folder and the responsibility of the **Meet Director**. Both Score Sheets must be signed by both TSA Reps before the final score can be announced by the starter. The *"Score Sheet"* is given to **TSA Rep**. Once **TSA Rep** is finished with *"Score Sheet"* it should be returned to **Meet Director**. **Head Coach** will record points earned by swimmers in *"20xx Meet Times"* prior to the season end banquet.

Once the *"20xx Meet Times"* is completed, it will be sent to the person responsible for the "Speeding Tickets". They will use these times to award Speeding Ticket Awards. They will be given out at practice on Wednesday Night by **Head Coach**.