



**Policy and Procedural  
Manual**

**SEASON:** Season Ending Championships are the 2<sup>nd</sup> to last week in July. The season runs the previous six weeks, starting the week prior or the same week CCPS lets out.

**MEET DATES:** Tuesday nights. Exceptions are made for the first meet which is on Saturday and Champs which is on a Friday and Saturday. Meet Dates are designated by the League. They may only be changed if both teams are in agreement and the League accepts the settled upon date. Exceptions are made for inclement weather. All make up meets and re scheduled meets need to be completed prior the next schedule meet.

**MEET TIMES:** Weeknight meets begin at 6:30pm. Weekend meets start at 8:00am. Home team warm ups begin 45 minutes prior to start time. Visiting teams warm ups are 30 minutes prior. The first call for Clerk of Course takes place not later than 15 minutes prior to start time. Any changes in the above mentioned start times must be agreed upon by all participating teams.

**ENTRIES:** Entries are to be exchanged no later than 24 hours prior to the start of the meet. A backup copy of the meet should be available to the visiting teams. Both teams need to agree if relays will be exchanged prior to the initial seeding or done during warm ups.

## **DRY DECK WORKERS (Table Workers)**

**Computer Operator/Recorder(1)-** Generally your Head table worker operates the computer. They are responsible for running the meet in Meet Manager. Drawing in times, adding/modifying relays

and making adjustments/DQ's per the verifiers are the Recorders main tasks. Running heat sheets and lane timer sheets are usually done before the meet but you may need to do these tasks also. Printing the results and finalizing the meet are among the other responsibilities you need to be familiar with.

**Sorters(2)-** Arrange all of the events by heats and DQ's for the verifiers.

**Verifiers(2)-** Check the times on the results with the back-up times, make sure all times fall within the .30 allowable difference, and if needed remove any outliers and average the remaining times. They also proof the results to make sure the DQ's have been properly administrated and ensure that are no swimmers with an NT seed time, that swim Gold or Silver times final times are scored in the bronze category.

**Ribbon Labeler(1)-** Place labels on the ribbons during the meet. This task often is not done during the meet do to a shortage of volunteers. At the conclusion of the meet it is acceptable to print each team's ribbons and have each team responsible for their own awards.

**Clerk of Course and Assistant(2)-** Collect, organize and deliver the swimmers to their event in the appropriate heat and lane. This may include in relay events: checking in swimmers, seeding the event, preparing the cards or lane timing sheets and distributing the cards or forms to the timers. The Clerk should personally oversee any seating operations and should appoint Mite Parents to ensure younger kids get behind the block in the appropriate lanes.

**Mite Parents(varies among team size)-** Help the young swimmers get processed while in the clerk of course and then

proceed with them behind the blocks(usually with 8 and unders) until the event is swum.

**Runners(3/4)-** Collect the lane timer slips from the timers and deliver them to the tables. Collect DQ's from the S/T officials, deliver them to the Referee, and then deliver them from the Referee to the tables. Additionally, Runners may be asked to distribute any extra reseeded heat sheets to the officials on deck and post results in the appropriate area.

### **Supplies Needed for Tables**

- 1-Heat Organization Board for the Clerk of Course
- 2-Table and Chairs
- 3-Scoring Computer
- 4- Printer for Results
- 5-Dolphin Timing System
- 6-Electrical Extension Cords
- 7-Index Cards (for Relays)
- 8-Computer labels for awards
- 9-Pencils, Black and red pens
- 10-Blue and Green HIGHLIGHTERS to mark GOLD and SILVER Event Cards
- 11-Paper Clips and Rubber Bands
- 12-Boxes or Bags for DQ Cards and Award Ribbons for Coaches
- 13-Computer Paper
- 14-Extra Printer Toner
- 15-Chesterfield Aquatic League Handbook
- 16-United States Swimming Handbook

## **WET DECK WORKERS (Pool Side Workers)**

**Referee(1)-** The Referee is the final authority when it comes to enforcing the rules in accordance with the meet. The Referee has a tremendous amount of authority, but this authority is tempered with a tremendous amount of responsibility. Enforcing the rules with the thought of educating the swimmers rather than as punishing the swimmers who are

swimming in violation of the rules. Arrange a premeet meeting 30 minutes prior to start time. At this meeting go over S/T officials positioning on deck, jurisdiction, who is handling relay take offs and a stroke briefing. You should also use this time to inform your officials if there are any swimmers with disabilities and how you want them handle/assist in those situations. It is good practice during the meet to watch the officials instead of the swimmers. When a hand goes up watch the area the official is responsible for to verify that the call was within their jurisdiction. When possible try and confer with the officials on their calls. This will aid you in case you need to adjudicate the call with the coach. In cases where a DQ is overturned, sign on the card that the DQ was overturned and make sure it gets to the tables so a proper record can be kept. DQ slips are generally not torn up or thrown out because of a clerical error. If the error can be identified and corrected then the DQ should be upheld.

**Strokes and Turns Officials(6)-** Ensure that the rules relating to the style of stroke designated for the event are being observed when swimming, turning and finishing. When possible 4 officials standing on the start end(2) and the turn end(2) with 2 additional officials walking the sides from flag to flag should be used. Pool volunteers and deck setup may make this difficult. Your Turn Judges(on the ends) should be standing in the middle lane of their jurisdiction. Your Stroke Judges(Walking the sides) jurisdiction should mirror each other depending on the design of the pool.

**Starter(1)-** The primary responsibility of the starter is to ensure that *all* swimmers receive a *fair* start. The starter does not "command" the swimmers to start, rather the starter *invites* the swimmers to swim. Always speak in a calm voice; *never* raise your voice or yell. Do not penalize the swimmers because *you* are in a hurry and

are not patient. Do not worry about the timeline after you have been given swimmers behind the block, as rushing the start will often lead to an unfair start. The Clerk of Courses job is to make sure you have swimmers to start in a timely manner. Your job is to make sure every heat gets the best start they can.

**Head Timer(1)-** Responsible for preparing the watches gathering the timers together, assigning lanes and conducting a timers briefing no later than 15 minutes prior to the start of the meet. The HT may also be assigned to distribute the timer sheets prior to the events starting. The HT also maintains multiple running watches at the start of each race in case a lane timer needs one because of a malfunction.

**Lane Timers(divided equally amongst the lanes between participating teams. Ex odd lanes should have 2 home timers 1 away timer, even lanes- 1 home and 2 way. Double dual meets should have one timer per team per lane)-** The most important job on the deck is getting an accurate time on the swimmers. This is done by being in position to see the light on the starter go off, making sure you watch is started correctly and closely watching the finish until the swimmer touches the wall. Watching the swimmer touch the wall cannot be done from behind the blocks. Timers are expected to lean over the wall and watch for the touch. Please note that timers are not watching for a legal touch, but rather a touch of any kind. The legality of the finish is judged by the S/T Official. Making sure the swimmer in the next heat is the correct swimmer and ready to swim will assist the starter and allow for a quicker meet. When the race is over, timers should record the time from the three Dolphin watches on the timer's sheet. If a malfunction with the Dolphin watch takes place during the start or swim of the race, the timers should record the manual backup watch time and specify

“WT” beside the time. Only record times to the hundredth; do not round up.

### **Supplies Needed for Wet Deck**

- 1-Events Schedules
- 2-DQ Cards
- 3-Event Cards (for Timers behind blocks)
- 4-Red pencils with erasers, red pens (for marking on wet cards)
- 5-Starting System with Backup Bullhorn.

### **OTHER EQUIPMENT NEEDED FOR A MEET**

- 1-Regulation Starting Blocks
- 2-Lane Lines
- 3-Backstroke Flags
- 4-False Start Rope-If electric starter has a recall not necessary.
- 5-Public Address System
- 6-Appropriate Lighting.

### **Meet Policys**

1-**Weather-** The host pool rules for inclement weather shall be followed. All other issues are discussed in Swim Meets Rules and Regulations #20.

2-**Accidents-** If an accident that needs, or possibly will need, medical attention please contact the Safety Committee Chairperson as soon as possible to make them abreast of the situation. An email the night of the event will be acceptable with follow up contact the next morning

### **3-Parent/Coach/Officials/Swimmer Interaction-**

- a- Any issue that deals with the operation of the meet, should be discussed between Parent Representatives from both teams.
- b- Any issues regarding legality of the strokes should be discussed between the affected coach or parent representatives and the Referee.

- c- There should be no agitated interaction between a “Parent” and the Officials.
- d- If a swimmer is showing improper conduct during an event the Referee has the authority to have them DQ and removed from the event. If a swimmer is showing improper conduct not associated with the meet then an official may issue a verbal warning to the swimmer and notify the team/coach of the witnessed behavior.
- e- No physical interaction is acceptable on any level.

#### **4-Protests**

- a- If in the course of meet a dispute should occur, a protest must be filed with the Referee within 24 hours of the conclusion of the meet. NOTE: The judgment of an official’s call may not be protested. The interpretation of how a rule is enforced may be protested.
- b- If a Referee’s decision is in dispute, a written protest must be filed with the President of the league, within 48 hours of the conclusion of the meet.

### **RUNNING A TYPICAL MEET**

#### **Tuesday Meet Example**

#### ***Friday or Saturday Before the Meet***

Home team should contact the Visiting team with:

- 1-Volunteer needs
- 2-Entry exchange times
- 3-Determine if relays will be exchanged with individual entries or deck seeded
- 4-start times for warm ups.

Week night meets are set to start at 6:30pm and Saturday morning meets at 8:00am unless both teams agree on a different start time

#### ***Monday-***

- 1-Team Rosters, regardless of added swimmers, need to be sent the Registrar 24 hours prior to the start of the meet.
- 2-Swimmers added to the roster but not uploaded to the Registrar are ineligible.
- 3-Entries should be done around this time, at the latest.

#### ***Tuesday-***

- Warm Ups
- 5:45p-Home Team
- 6:00p-Visiting Team
- 6:00p-Announcements should be made for officials and timer meetings
- 6:15p-First Call for Clerk of Course
- 6:25p-National Anthem
- 6:30p-First Race In The Water

In the event of inclement weather that requires the postponement of a meet:

- a- All attempts must be made to make up a meet prior to the next scheduled meet.
- b- If this is not possible then the CAL Board of Directors must approve a date for the meet.

#### ***During the Meet-***

The runner will:

- 1-Pick up the Timer Sheets from the Lane Timers
- 2-DQ cards from the Referee and take them to the tables and give all the paper work for that event to the sorters.

The sorters will:

- 1-match the DQ's up with the Timers Sheets
- 2-Adjudicate any issues with improper lanes or different swimmers
- 3-Give the DQ's to the Computer Operator for input.
- 4-Take the print out from Meet Manager and arrange heats in order
- 5-Wrap Timer Sheets with the DQ's in computer print-out
- 6-Pass this all along to the verifiers.

The verifiers will:

- 1-double check the times making sure that:
  - a-no times are used outside the .30 range of acceptance
  - b-DQ's are correctly recorder.
  - c-If a league record is achieved, that the proper paper work is pulled from the event and that the Referee and Head Table worker sign off that the event was swam with no incident.

NOTE: Disqualifications should not be overturned because of a clerical error. The error should be reported to the Referee and if he/she can verify where the error took place and correct the problem, it is within his/her authority to have the DQ rewritten. DQ's should not be destroyed if wrong. The Referee should simply sign overturned.

When the meet is completed:

- 1- back-up of the meet should be made for the visiting team
- 2- back-up file(not results file) should be posted to the website within 24 hours.
- 3- Meet results with triple and quad winners should also be sent via email to the Richmond Times Dispatch.  
(nguthrie@timesdispatch.com)