



NWAL
DIVISIONAL SWIM MEET
PLANNING & EXECUTION
DOCUMENT

**Northwest Aquatic League
Divisional Swim Meet Planning & Execution Document**

The purpose of this document is to ensure mutually agreed consensus between the teams regarding team assignments and responsibilities.

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DATE AND LOCATION

1. **DATE:**

2. **PLACE:**

3. **TIME:** Site Opens at 6:00 am
Officials Meeting at 7:30 am
Scratch Meeting/Due at 7:45 am
Ready Bench Meeting at 7:45 am
Coaches/Team Rep Meeting at 8:15 am
Timer/Scribes Meeting at 8:00 am
National Anthem 8:25 am
First Event at 8:30 am

4. **FACILITY:**

5. **FACILITY HOST:**

- Phone:
- E-mail:
- The competition pool is closed until first warm up, closed again between final warm-up and the first heat of the first event, and closed again immediately after the completion of the final heat of event eighty-six (86). Warm up lanes not in the competition pool can be used at the discretion of the Facility Host, Meet Director and Meet Referee. Any swimmer who enters the pool without permission of the Meet Referee, the Meet Director or the Facility Host may be subject to disqualification.

PARTICIPATION

1. **TEAMS:**

- Team A
- Team B
- Team C
- Team D
- Team E
- Team F

2. **RULES:** Divisional Swim Meet will be executed in compliance with all NWAL rules, along with mutually agreed divisional rules as documented herein.

3. **VOLUNTEER SHIFTS**

First Shift – Events 1 through 30

Second Shift – Events 31 – 56

Third Shift – Events 57 – 86

MEET PLANNING & EXECUTION

1. **PLANNING COMMITTEE & LOGISTICS EXECUTION:** The Meet Planning Committee is made up of the team's Team Representatives and the Meet Director and is responsible for agreeing on the information in the Divisional Meet Planning and Execution Document, coordination of volunteers, scheduling all meetings and planning sessions prior to the Divisional Meet and ensuring the efficient operation of the Divisional Meet.
2. **SWIM MEET EXECUTION:** The Meet Director is responsible for the management of the Meet Planning and Execution Document, coordination of volunteers, scheduling all meetings and planning sessions prior to the Meet and ensuring the efficient operation of the Meet. The Meet Director will ensure equipment is in place and working. The Meet Director will also ensure all volunteers are in their designated places at the appropriate time.
3. **SWIM MEET OFFICIATING:** The Divisional Meet Referee and the designated on-deck officials will be responsible for the actual meet officiating. The Divisional Meet Referee is appointed by the Division's Team Representatives.

The Divisional Meet Referee will participate in Planning Committee sessions as required to develop and manage the designated on-deck officials schedule. The Divisional Meet Referee is also responsible for the interpretation and implementation of then current NWAL rules as well as Division Team Representatives' decisions under NWAL Rule III.H.

OFFICIALS

1. **DIVISIONAL MEET DIRECTORS** will be

- Phone:
- E-mail:

ASSISTANT MEET DIRECTOR /TEAM TENT AREA COORDINATOR:

- Phone:
- E-mail:

2. **DIVISIONAL MEET REFEREE** will be

- Phone: (
- E-mail:

ASSISTANT MEET REFEREE will be

- Phone:
- E-mail:

3. **DECK REFEREES & STARTERS:** See Attachment 1 for assignments.

4. **OTHER ASSIGNMENTS:** Each team is required to provide their list of Officials which will be used by the Meet Referee to fill the assignment sheet shown in Attachment 1. (organized by the Meet Referee) The Divisional Meet Referee will adjust on-deck assignments on the day as needed. The Divisional Meet Director will adjust all other assignments on the day as needed.

5. **WHITES:** All Officials who will be working during the meet shall be wearing NWAL's approved uniform white collared polo shirt over navy shorts, pants or skirt as appropriate. All other team Officials are requested to not to wear their uniform during the day.
6. **DUAL CONFIRMATION:** All early take off calls for relays will require dual confirmation by the designated Officials for disqualification.
7. **ORDER OF EVENTS:** The order of events will be as prescribed in the NWAL rulebook.
8. **ORDER OF FINISH:** Order of finish taken by two appointed Officials using dual confirmation is required to make any changes to the times-based order of finish. Times recorded by touch pads will be the presumed official time, with stopwatch times used as a backup.
9. **SWIMMER STARTS:** Starts will be performed at both ends of the pool depending on distance.
10. **OFFICIALS MEETING** will be held at 7:30 am, by the Divisional Meet Referee. All specific instructions and assignments will be made at this time. The Officials meeting will be held poolside to illustrate positions and expectations.
11. **RADIOS:** Radios will be used to report disqualifications or communicate other Officials business in compliance with the then current NWAL Two-Way Radio Protocol. The Divisional Meet Referee will instruct Officials on how radios are to be used to report disqualifications. The use of radios does not relieve an Official of the obligation to raise a hand to signify a disqualification at the appropriate time.
 - A. Radios may only be used by Officials active on-deck per Attachment 1.
 - B. Radios will be used by the following Official positions: Meet Referee, Deck Referee, Stroke and Turn Officials, DQ writer and Meet Director. Other officials such as Order of Finish, Starter, RTO may monitor radio communication but generally will not transmit.
 - C. **Each Team will bring their team radios** which will be configured to use UHF channel 2 for officials communication, with channel 3 as a backup. Channels 4 and 5 will be reserved for meet operations communication. Teams may use the radios for other purposes only if they do not interfere with officials or meet operations radio communication.
12. **DISQUALIFICATION:** The Divisional Meet Referee shall ensure that all Officials use the language of the rulebook in describing violations in writing and in communicating disqualifications to swimmers and coaches.
13. **OFFICIAL'S EVENT RESULT VERIFICATION:** In the event a result is disputed by a team's representative, the Division Meet Referee will have the final authority to resolve such matters according to NWAL rules. Certified Team Reps or Coaches are the only Team members to approach a Divisional Meet referee with a disputed call, protest or disciplinary action.

In accordance with NWAL rules, the "Meet Referee may consider changing the times-based order of finish 1) when there is an official protest or, 2) if there is a timing irregularity or malfunction in the event. The order of finish may originate with the Meet Referee or designee (certified official) who personally observed the event finishes."
14. **SWIMMERS WITH DISABILITIES:** Coaches and/or Team Representatives are responsible for notifying the Meet Referee of any disability prior to the Division Meet's Officials Meeting and for providing their own assistant or equipment. However, Coaches/Swimmers may contact the Meet Director at least one week in advance of the meet to help arrange any additional equipment.

SCORING/ENTRIES/DATA EXCHANGE

1. **HEAD Computers** will be:
 - Phone:
 - E-mail:
2. **SCORING** for each event will follow the 6-team Divisional Meet scoring regulations found in the NWAL rules book. The scoring for individual events at a 6-team meet is: 14-12-10-9-8-7-6-5-4-3-2-1 (1st through 12th place respectively). For 6 Team Divisional Relays scoring is: 14-10-7-5-3-1 (1st through 6th place respectively)
3. **INDIVIDUAL ENTRIES:** A swimmer may be entered in no more than three (3) individual events and no more than two (2) relay events. **(Modified for mixed relay events at Divisionals and Division Finals)**
4. **RELAYS:**
 - a. A club may only enter one (1) team in each relay event.
 - b. Relay teams shall have at least four names listed and an official time
 - c. All swimmers listed on the official entry list are automatically alternates for both relays in their respective age groups. Alternates may be substituted for the relay members listed on the official entry list.
 - d. The four swimmers actually swimming the relay shall be recorded on the lane timer sheet at the ready bench.
5. **ENTRY TIMES** for the Divisional meets shall be official times (as designated in the NWAL rulebook) obtained during an NWAL dual meet or sanctioned invitational meet. The seed time for relays shall be established by adding the fastest official times of the individual swimmers for the stroke they are swimming in the relay. Entries submitted with no times (N/T) will not be allowed.
6. **DIVISIONAL ELIGIBILITY:** In order to participate in Divisionals, swimmers must participate in 2 NWAL Certified Dual Meets. Participation is defined as a swimmer entering the water in an NWAL event with or without disqualification otherwise known as a splash. (A mid-season invitational meet does not count for dual meet participation.)
7. **ACCURATE ENTRIES:** Each team is requested to only enter swimmers believed to be attending the Divisional meet. This will avoid excessive scratches on the morning of the meet. No adjustments will be made to allow a swimmer to change events after the Divisional Meet Exchange. Adjustments to relays do not constitute a change of events, however, a swimmer that is moved up age groups to fill an older age group relay shall scratch in accordance with the NWAL Rulebook.
8. **DIVISIONAL EXCHANGE MEETING:** Each Team will exchange through NWAL's prescribed Team Management software **on _____ at _____**
 - A. Exchanges shall be performed through NWAL's prescribed Team Management software (Swimtopia). If discrepancies are discovered before the meet begins that are clearly due to human error, the Meet Referee has the discretion to make any adjustments.
 - B. NWAL's prescribed Team Management Software will be used for Meet Entries, Relay Entries, Meet Exchange, Roster, and uploading results.
 - C. **Each team is to bring one ream of paper to the Meet with a box of labels (Avery 5160 or equivalent).**
10. **GOVERNING ENTRIES:** The PDF data provided by the teams at the Divisional Exchange Meeting shall govern should any dispute arise.

READY BENCH

1. **HEAD CLERK OF COURSE/READY BENCH:** will be

- Phone:
- E-mail:

ASSISTANT READY BENCH: The Assistant Divisional Ready Bench will be

- Phone:
- E-mail:

2. **READY BENCH POSITIONS:** The Ready Bench will **require ten volunteer (10)** people per shift:

- Pre-Stage Area Control:** **Two (2)** persons to help pre-position the swimmers in order on the benches.
- Name Caller:** **Two (2)** persons to call out the swimmer's name and lane number at the front of the ready bench and show them where to sit.
- Bench Control:** **Two (2)** persons to help keep the swimmers in order on the benches.
- Move to Seats:** **Two (2)** persons to move the swimmers from the benches to the chairs behind the blocks.
- Block Control:** **Two (2)** persons to help keep the swimmers in order at the chairs.

3. **ASSIGNMENTS:** Ready Bench volunteer schedules are shown in Attachment 5.

4. **KICK BOARDS:** _____ will supply _____ kickboards which will be used to identify open lanes.

5. **READY BENCH TABLE:** _____ will provide two small tables for use in the ready bench area, to be used for receiving new paperwork.

6. **READY BENCH:** The Ready Bench location will be established in a location that is most efficient for access to the pool. _____ will provide (4) 10x10 Tents for coverage.

- There will be a total eighteen (24) benches for the Ready Bench. Ready Bench will be separated into a Pre-Stage Area (12 benches) and a Ready Bench Area (12 benches)
- _____ (**three teams**) will provide 8 benches each.

7. **CHAIR REQUIREMENTS:** A total of one hundred and twelve (112) chairs will be required at the following locations:

- 2 at each end of ready benches to create 8 seats per bench (36), plus
- 1 row for scribes at the finish end of the pool (8), plus
- 2 rows for swimmers behind the scribe row and 4 rows on the opposite end (48), plus
- 1 row of eight (8) scribe chairs will set up at the assigned end of the pool.
- 12 (twelve) chairs for miscellaneous use
- _____ will provide twenty-four (24) chairs each.

8. **TIMELY APPEARANCE:** Each team is responsible for getting their swimmers to the correct ready bench area on time.

9. **SWIMMER ORDER:** To aid the processing of swimmers in the ready bench area, each team should bring their swimmers into the Ready Bench with the slowest swimmers at the front of the line and the fastest swimmers at the back of the line. Swimmers will first be seated in the Pre-Stage Area.

10. **READY BENCH MEETING:** Head Clerk of Course will hold a Ready Bench meeting for volunteers, at _____. This meeting will be held at the ready bench area. Meet Referee or Assistant Meet Referee may attend to give preferences if necessary.

SCRATCHES/SCRATCH MEETING

1. **SCRATCH MEETING RULES:** All NWAL Scratch Meeting rules will be strictly enforced.
2. **PRE-MEET SCRATCHES:** So as to avoid undue meet delays (i.e. trying to find absent swimmers), every effort must be made by participating teams to confirm that swimmers entered in the meet are actually present on the day of the meet. Each team is responsible for ascertaining why a swimmer has not checked in at the meet (i.e. are they arriving late, not coming, ill or at the meet already?).
3. **TEAM ROSTER:** Each team will use the team roster of their entered swimmers provided during Divisional Exchange, on the morning of the meet, to make pre-meet scratches and also to mark swimmers that will arrive late/leave early. The team roster with scratches must be returned to the Divisional Computer Operations Coordinator prior to the Scratch Meeting.
4. **SCRATCH MEETING: The Scratch Meeting** will be held at 7:45 am on meet day in the computer room (pool area office). In addition to Relay Adjustments, all swimmers entered in the meet but known to be not attending the meet will be scratched from their events. Please Remember: A scratched swimmer can be entered into the event again should they arrive at the meet and are on time for their event.
5. **SCRATCH BENCH:** A swimmer who misses their heat may be allowed to swim in a later heat or event for the same stroke/distance at the discretion of the Deck Ref. Once a stroke is completed there will be no additional heats added or mixed events (ie. Freestyle during Backstroke events).

COMPUTER OPERATIONS

1. **COMPUTER OPERATIONS COORDINATOR** will be

- Phone:
- E-mail:

ASSISTANT COMPUTER OPERATIONS COORDINATORS will be

- Phone:
- E-mail:

The responsibilities of the Computer Operations Coordinator are to verify and oversee the scoring of the meet and provide paperwork to the Referee, Starter, Ready Benches and Scribes.

2. **LOCATION:** Computer and printing operations will be set up in the computer room.
3. **COMPUTERS:** _____ are responsible for providing two computers that have the required software and database loaded on it. All teams must provide an experienced computer person. Some computers will be used during the meet to process results and paperwork as needed. _____ is responsible for verifying there is an adequate wifi connection for these computers.
4. **PRINTERS** with a spare ink cartridge, wireless/printer cables and paper will be provided by _____
5. **EVENT RESULT CIRCLING & VERIFICATION:** Experienced computer volunteers will be need to verify event times. Duties include:
 - A. Circle the median time from the scribe result sheets
 - B. Verify that the computer times match the scribe sheet times

6. **COMPUTER RESULT PROCESSING:** Experienced computer volunteer will be needed to enter results. Duties include:
 - A. Result data entry into computer
 - B. Printing of results for Volunteer and NVAL Official verification (using the referee order of finish paperwork)

7. **COMPUTER PAPERWORK PROCESSING** duties will be provided by/coordinated by the Computer Operations Coordinator. Duties include:
 - A. Entering scratches
 - B. Reseeding Events
 - C. Printing Referee, Starter, Ready Bench and Scribe's paperwork
 - D. Printing of labels for award medals and ribbons

8. **ASSIGNMENTS** for computer volunteers and runners are shown in Attachment 2.

9. **TABLES AND CHAIRS** will be available in the designated computer area for computer work Provided by

TIMERS/SCRIBES

1. **MEET HEAD TIMER:** The Divisional Meet Head Timer will be
 - Phone:
 - E-mail:
 Back-Up Head Timer is
 - Phone:
 - E-mail:

2. **HEAD TIMER DUTIES:** The Head Timers will coordinate with the Meet and Deck Referee and also provide spare watches to all on-deck timers.

3. **ASSIGNMENTS:** Multiple timers and one scribe are needed from each team for each of three (3) shifts. Volunteer schedules including shift and lane assignments are shown in Attachment 3.

4. **TIMER & SCRIBE MEETING:** The Timers & Scribes meeting will be held at 8:00am, by the Divisional Head Timer and the Division Meet Referee. All specific instructions and assignments will be made at this time. This meeting will be held poolside.

5. **SCRIBE CHAIRS:** Eight (8) scribe chairs will be set up at the assigned end of the pool. See Ready Bench – Chair Requirements for chair provisioning assignments.

6. **STOP WATCHES:** Each team will provide stop watches for the team's assigned timers for this meet. Each team will provide two (2) Spare stop watches for the meet which will be kept in a box by the Head Timer area and are to be used if any Timer has a problem with their own stop watch. Please ensure all stop watches are labelled with the team name to ensure that they can be returned to the correct team at the end of the meet. It will be the responsibility of each team's Head Timer to collect their own watches at the end of the meet.

7. **SCRIBE BOARDS:** _____-will provide eight (8) scribe boards for the meet.

8. **GENERAL REQUIREMENT:** All timers and scribes may not be swimmers who are participating in the Divisional Meet. They must have performed successfully at a two prior dual meets.

9. **HEAT RIBBONS** will not be used.

10. **HEAD RUNNER:** The Divisional Meet Head Runner will be

- Phone: _____
- E-mail: _____

11. **RUNNERS:** Runner Volunteer assignments and schedules are shown in Attachment 2. Runner responsibilities include

- A. Distributing lane timer sheets and meet program reports to Ready Bench Volunteers, Officials and Starters.
- B. Collecting completed lane timer sheets
- C. Posting results

AWARDS/RIBBON WRITERS AND MEDAL/TROPHY PROCESSING

1. **PURCHASING AWARDS:** _____ will be responsible for purchasing and providing the meet medals, ribbons and trophies. The cost of meet medals, ribbons and trophies will be shared by all teams.

- Phone:
- E-mail:

2. **INDIVIDUAL EVENT AWARDS** will be 1st through 12th place. 1st through 6th place will be awarded medals. 7th through 12th will be awarded ribbons.

3. **RELAY AWARDS** will be 1st through 6th place will be awarded medals. Each individual relay member will be awarded a medal.

4. **TEAM PLACEMENT AWARDS:** Team trophies will be awarded for order of placement at the Divisional Meet for 6 teams.

5. **HEAD RIBBON WRITER:** will be responsible organizing the event place medal and ribbon writers.

- Phone:
- E-mail:

6. **ASSIGNMENTS:** Each team will provide volunteers for ribbon writing. Volunteer assignments and schedules for medals/ribbon writers are shown in Attachment 4. The medal/ribbons writers will be located in the computer room.

7. **RIBBON LABELS:** Computer Operations will print labels for use on award ribbons and medals.

8. **AWARD COLLECTION:** Team Reps are responsible for collecting medals and ribbons at the end of the meet and must sign for their receipt.

9. **AWARD BOX:** Each team will provide a box/container to take the medals and the place ribbons away after the meet.

10. **AWARDS CEREMONY:** An Awards ceremony, to present the team trophies, will be held at the announcer's tables as soon as the final results are known. Each team must have a Coach or Board Member available to accept the trophy.

TEAM REPS

1. **MEET DAY TEAM REPS** are listed in Attachment 7.
2. **DUTIES:** To calmly discuss a parent, swimmer or coach issue, regarding a race, with the Divisional Meet Referee.
3. **ELIGIBILITY:** The Meet Day Team Reps must be available at all times during the meet. Therefore they cannot be a working Official. Each Team is responsible for nominating their Meet Day Team Rep ahead of time and also for providing a backup Team Rep should the first be unavailable. Team Representatives must be available for all teams for the entire meet. Team Reps and their back-ups should be knowledgeable of the NWAL rules and regulations. Each team is responsible for ensuring that their own parents know who the Team Rep and back-up person is.
4. **PROTESTS:** Protests against judgement decisions and meet results may only be considered by the Divisional Meet Referee. Any such protests must be brought to the attention of the Divisional Meet Referee by the Team Representative, appointed Back-Up Team Representative (must be listed in Attachment 8), or Certified Coach.

CONCESSIONS (FOOD TRUCKS)

5. HEAD CONCESSIONS

- Phone:
- Email:

Food Trucks Planned:

-

WATER FOR VOLUNTEERS

1. **WATER:** Each team will provide (100) -20 oz. water, stored in marked coolers with ice.
2. **LOCATION:** One cooler will be located at each end of the pool and at the ready bench to be used as needed by on-duty volunteers throughout the meet.

T-SHIRT DESIGN AND PRINTING

HOSPITALITY SUITE

1. **HOSPITALITY SUITE** will be organized by
 - a. Phone:
 - b. Email:
2. **RESTRICTED ACCESS:** Hospitality Suite is to provide refreshments to the NWAL Officials, Coaches, Team Reps, Clerks of Course and Computer volunteers. All other volunteers are kindly asked to respect this restriction.
3. **COST:** Actual cost of supplies to be shared by all teams in the division. The Division Representative will put together the costs for each team and ensure each team is either reimbursed or pays to make sure costs are distributed equitably 1/6 per team.
4. **LOCATION:** The hospitality suite will be in

ANNOUNCING SYSTEM/ANNOUNCERS

1. HEAD OF ANNOUNCING/SOUND SYSTEM:

- Phone: _____
- E-mail: _____

ASSISTANT/BACKUP ANNOUNCER:

2. **SOUND SYSTEM #1:** _____ will be responsible for the set-up of the speakers, microphone(s) and sound system in the designated areas.
3. **SOUND SYSTEM #2:** will be responsible for providing a 1000 watt system and speakers to daisy chain
4. **THE NATIONAL ANTHEM** will be sung at the beginning of the Divisional Swim Meet by singers selected by
5. **Flag:** _____ will provide an American Flag.

STARTER SYSTEMS

1. **PRIMARY STARTER SYSTEM:** _____ will provide the two (2) primary starting systems.
2. **BACKUP STARTER SYSTEM:** _____ will bring their starter system as a backup and ensure that the starter systems are adequately charged prior to the meet day.

FIRST AID/EMS

1. **First Aid** shift coverage by Trained Volunteers from
2. **LIFEGUARDS** -

SITE CLEAN-UP

1. **SITE CLEAN UP: Each team will provide two primary cleanup and take-down personnel.** The Meet Directors will sign off on each team's volunteers for interior and exterior cleanup before these volunteers are dismissed.
2. **TEAM AREAS:** Each Team will be responsible for the site clean-up of their own team's set-up area.
3. **COMMON AREAS:** Each Team is responsible for providing volunteers to assist with site clean-up of the common areas such as the pool area, walkways and parking areas. Each team will provide a minimum of two (2) volunteers to assist with common area set up and clean-up activities.
4. **TRASH BINS/COLLECTION:** _____ will coordinate and be responsible for ensuring trash cans are available. Each team is requested to bring their own trash cans for their tent areas.

WARM-UPS

1. **WARM UP SHIFTS:** Team warm-ups will be done in 3 shifts according to the following schedule:

Group 1	Lanes	Start	End
Team A	1,2,3,4	7:00 am	7:25 am
Team B	5,6,7,8	7:00 am	7:25 am

Group 2	Lanes	Start	End
Team C	1,2,3,4,	7:25 am	7:50 am
Team D	5,6,7,8	7:25 am	7:50 am

Group 3	Lanes	Start	End
Team E	1,2,3,4,	7:50 am	8:15 am
Team F	5,6,7,8	7:50 am	8:15 am

FACILITY LOGISTICS

1. **POOL:** Natatorium pool is a 25 Yard, 8-lane pool. A rough outline of the pool is shown Attachment 10.
2. **POOL AREA ACCESS:** The Pool area can be accessed by NWAL Certified Officials, volunteers, or timers and scribes for their shift only. Swimmers will enter through the rear entrance and exit through the door on opposite side when they are finished.
3. **BATHROOMS** are available inside the natatorium area.
4. **BATHROOM ACCESS MONITOR:** A volunteer will be required to monitor/prevent swimmer access to adult bathrooms

OTHER LOGISTICS

1. **SET-UP AREAS:** Teams will mutually agree for team set-up areas. Team Tent coordinator to mark off areas/assignments
2. **SITE SET-UP:** Site Set Up will officially begin at 06:00 AM on Saturday,
3. **MAP/DIRECTIONS** to _____ can be found in Attachment 10.
4. **MARKED DROP OFF ZONES & PARKING SIGNS** - Teams requested to bring traffic cones marked with team name and caution tape to assist in marking off Food truck area separate from parking and marking off team areas to prevent parking. Setup Volunteers to mark off traffic areas.
5. **COACHES AREAS:** The coaches' areas will be set up by draw for the inner side of the pool. Team reps drew for position. _____ starting from the start end of the pool to the bulkhead end 1-6. Multiple coaches can stand in the area but only three coach chairs per team are allowed.
6. **COACHING:** Each team is responsible for reminding the parents and coaches that they are only spectators at the Divisional Meet. No coaching is allowed from the ends of the pool. Swimmers are allowed to check in with their coach after the swim to discuss performance.
7. **CODE OF CONDUCT:** Each team is responsible for reminding all team meet attendees (parents, swimmers, coaches, officials, etc..) that should they have an issue with regards to a race that calm and restraint must be observed at all times, as per the NWAL Code of Conduct. Additionally, such issues must be directed to their Team Rep or Coach and NOT to an official or volunteer. It is the Team Rep's or Coach's responsibility to then discuss the issue, calmly, with the Divisional Meet Referee. The Divisional Meet Referee's ruling is final.
8. **SPECTATORS:** Please do not "camp-out" on the bleachers but watch your swimmer's race and then leave allowing other parents to view their swimmer's race. The bleachers will open before the National Anthem and will close 10 minutes after completion of the final heat of event eighty-six. Coolers, large bags and bench seats will not be allowed in the bleacher area. Please respect reserved seating arrangements for special access / disabled visitors remain unoccupied until after warm-ups. Coolers, bags and bench seats will be prohibited from the bleacher area.
9. **NO CHAIRS IN THE POOL AREA:** Parents are not allowed to bring chairs inside the pool area.
10. **MEET DAY SECURITY:** _____ will have a security officer on the premises.
11. **ROPED OFF AREAS Inside the Natatorium:** _____ will provide tape; ropes, rope buckets, or other devices as appropriate to indicate walkways, official's areas, coach's areas, team staging areas, swimmer and audience movement routes, etc.
12. **ON-DECK AREA:** Spectators are not allowed on deck. A 3-foot walkway will be provided around the entire perimeter of the pool/diving area for the use of the officials, timers, scribes, runners, etc. Each team is responsible for ensuring that all Swimmers and Coaches are made aware of this area and police this area to ensure the efficient running of the meet.
13. **ON DECK ACCESS:** Volunteers on duty only will be allowed on deck
14. **TEAM SUMMARY:** A summary of what each team is to provide is attached separately

SHIFTS

First Shift – Events 1 through 30

Second Shift – Events 31 – 56

Third Shift – Events 57 – 86

It is the responsibility of the in-shift person to not leave until their replacement arrives. It is the responsibility of the leaving-shift person to ensure that the new-shift person understands their duties.

Ready Bench

HEAD CLERK OF COURSE/READY BENCH

- Phone:
- E-mail:

Assistant Ready Bench: _____

Flow:

Pre-Stage Area Control (2)	Name Caller (2)	Bench Control (2)	Move to Seats Lanes 1,2,3,4	Move to Seats Lanes 5,6,7,8	Block Control (2)
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Bleacher Access Control

Bleacher Access Coordinator:

- Phone:
- E-mail:

Bleacher Access Control

Pool Entry Door One - East - Keep on deck traffic limited to swimmers and on-deck volunteers

Pool Entry Door Two - West - Keep on deck traffic limited to swimmers and on-deck volunteers - limit access to on-deck bathroom and hospitality

East Bleachers - Keep parents and spectators moving and not camping out

West Bleachers - Keep parents and spectators moving and not camping out

See attachment 6 for team assignments

Attachment 1 - Officials Schedule

_____ Working on officials schedule

Attachment 2 – Computer Operations & Runners

It is the responsibility of the in-shift person to not leave until their replacement arrives. It is the responsibility of the leaving-shift person to ensure that the new-shift person understands their duties.

First Shift – Events 1 through 30

Team Computers	Runner	Result Circling & Verification	Computer Results Entry
TEAM A			1
TEAM B		1	
TEAM C	1	1	1
TEAM D	1	1	1
TEAM E			1
TEAM F		1	

Second Shift – Events 31 – 56

Team Computers	Runner	Result Circling & Verification	Computer Results Entry
TEAM A		1	1
TEAM B			
TEAM C		1	1
TEAM D			1
TEAM E	1	1	1
TEAM F	1	1	

Third Shift – Events 57 – 86

Team Computers	Runner	Result Circling & Verification	Computer Results Entry
TEAM A	1	1	1
TEAM B	1	1	
TEAM C			1
TEAM D		1	1
TEAM E		1	1
TEAM F			

Attachment 3 – Timer/Scribe Assignments

Timer/Scribe First Shift – Events 1 through 30

Team	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Head Timer
TEAM A		T		T	T	T		S	
TEAM B		T	T	T	S		T		HT
TEAM C	T		S	T			T	T	
TEAM D	T	T		S	T	T			
TEAM E	S		T		T	S	T	T	
TEAM F	T	S	T			T	S	T	AHT

Timer/Scribe Second Shift – Events 31 – 56

Team	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Head Timer
TEAM A	T	T	S				T	T	
TEAM B			T	T		S	T	T	HT
TEAM C	T	S		T	T	T		S	
TEAM D	S	T	T		T	T	S		
TEAM E	T			S	T	T	T		
TEAM F		T	T	T	S			T	AHT

Timer/Scribe Third Shift – Events 57 – 86

Team	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Head Timer
TEAM A	T		T	S	T		S	T	
TEAM B	T	T	S		T	T		S	HT
TEAM C	S	T	T			T	T		
TEAM D	T	S		T			T	T	
TEAM E			T	T	S			T	
TEAM F		T		T	T	S	T		AHT

Attachment 4 - Ribbon Writers

Sort Ribbons, Attach Labels, Place in team folders. Shift 3 organizes Trophies.

Team	Shift 1	Shift 2	Shift 3
TEAM A		1	1
TEAM B		1	1
TEAM C		1	1
TEAM D		1	1
TEAM E		1	1
TEAM F		1	1

Attachment 5 - Ready Bench Volunteers

First Shift – Events 1 through 30

<u>Team</u>	<u>Pre-Stage Area Control</u>	<u>Name Caller</u>	<u>Bench Control</u>	<u>Indoor Bleachers</u>	<u>Move to Seats/End</u>	<u>Block Control</u>
TEAM A	2					
TEAM B		2				
TEAM C			2			
TEAM D				2		
TEAM E					2	
TEAM F						2

Second Shift – Events 31 – 56

<u>Team</u>	<u>Pre-Stage Area Control</u>	<u>Name Caller</u>	<u>Bench Control</u>	<u>Indoor Bleachers</u>	<u>Move to Seats/End</u>	<u>Block Control</u>
TEAM A						2
TEAM B	2					
TEAM C		2				
TEAM D			2			
TEAM E				2		
TEAM F					2	

Third Shift – Events 57 - 86

<u>Team</u>	<u>Pre-Stage Area Control</u>	<u>Name Caller</u>	<u>Bench Control</u>	<u>Indoor Bleachers</u>	<u>Move to Seats/End</u>	<u>Block Control</u>
TEAM A					2	
TEAM B						2
TEAM C	2					
TEAM D		2				
TEAM E			2			
TEAM F				2		

Attachment 6 - Bleachers Access Control

Bleacher Access Control
Pool Entry Door One - East
Pool Entry Door Two - West
East Bleachers
West Bleachers

Shift One 1-30:

Shift Two 31-56:

Shift Three 57-86:

Attachment 7 - Meet Day Team reps - Names/Phone

Attachment 8 - Tent City Layout

Attachment 9- EXCEL Spreadsheet Team Responsibilities

Teams		Team A	Team B	Team C	Team D	Team E	Team F
Facility Host							
Meet Director							
Asst Meet Director							
Meet Referee							
Assistant Meet Referee							
Team Rep							
Head Clerk of Course/Computers							
Asst Computers							
Head Ready Bench COC							
Asst Ready bench							
Head Timer							
Backup Head Timer							
Head Runner							
Ribbons Purchasing	heats 1-8						
Head Ribbon Writer							
Head Concessions	N/A						
T-Shirt Design and Sale (Preorder?)	N/a						
Hospitality Suite							
Head of Announcing							
National Anthem (Live? Group?)							
Security/Bleacher Control							
Equipment							
Kickboards							
Rope off areas							
Chairs - Behind Blocks, scribes, computers, 2 x end of ready bench							
Scribe Boards - 8							
Starter System							

Backup Starter							
Event Number Boards							
Event Trash Bins							
Trash Can Liners							
Team Area Trash Cans							
Announcer System							
Announcer System 2							
Ready Benches							
Tents							
Fans for Ready Bench							
Radios for Officials and meet Operations		All Radios					
Stopwatches for your Timer Volunteers		Stopwatches	Stopwatches	Stopwatches	Stopwatches	Stopwatches	Stopwatches
Paper for Computers		1 Ream of Paper					
Labels for Ribbons		1 Box of Ribbons					
Ribbons/Medals							
Computers							
Printers							
Tables for Ready Bench Area							
Award Box/Family Folder to Ribbon Area		Award Box/Folders					
Event Number Board for DJ Area							

Attachment 10: EXCEL Spreadsheet Team Volunteer Summary

		Team A	Team B	Team C	Team D	Team E	Team F
Volunteer Requirements							
Shift 1							
Setup Chairs, Benches, etc	12	2	2	2	2	2	2
Timers	24	4	4	4	4	4	4
Scribes	8	1	1	1	1	2	2
Ready Bench	12	2	2	2	2	2	2
Water	2	1	1				
Computers - Runner	2			1	1		
Computers - Circling	4		1	1	1		1
Computers - Entry	4	1		1	1	1	
Bleacher Control/Bathroom Access	4	1	1		1		1
Event Board 1 - Poolside	1			1			
Event Board 2 - DJ Booth	1				1		
Shift 2		Team A	Team B	Team C	Team D	Team E	Team F
Timers	24	4	4	4	4	4	4
Scribes	8	1	1	2	2	1	1
Ready Bench	12	2	2	2	2	2	2
Water	2			1	1		
Computers - Runner	2					1	1
Computers - Circling	4	1		1		1	1
Computers - Entry	4	1		1	1	1	
Ribbons	6	1	1	1	1	1	1
Bleacher Control/Bathroom Access	4	1		1		1	1
Event Board 1 - Poolside	1					1	
Event Board 2 - DJ Booth	1		1				

Shift 3		Team A	Team B	Team C	Team D	Team E	Team F
Timers	24	4	4	4	4	4	4
Scribes	8	2	2	1	1	1	1
Ready Bench	12	2	2	2	2	2	2
Water	2					1	1
Computers - Runner	2	1	1				
Computers - Circling	4	1	1		1	1	
Computers - Entry	4	1		1	1	1	
Ribbons	6	1	1	1	1	1	1
Bleacher Control/Bathroom Access	4		1	1	1	1	
Event Board 1 - Poolside	1	1					
Event Board 2 - DJ Booth	1						1
Clean-Up/Take Down	12	2	2	2	2	2	2
	222	38	35	38	38	38	35

Attachment 11- Notes for teams

Notes to Share with your Team for Divisionals

1.

Attachment 10 - Pool Diagram/Maps/Directions