

## **VHSL MEET ADMINISTRATION**

### **RECOMMENDED PROCEDURES & GUIDELINES**

#### **PRE-MEET POOL ARRANGEMENTS - ATHLETIC DIRECTOR (HOST TEAM)**

- DOUBLE CHECK arrangements to ensure the pool is scheduled for meet date (cost, reserve lead time, equipment requests, etc.)
- POOL SET UP—backstroke flags properly placed (have a tape measure so can be verified), lanes numbered correctly, lights, blocks, etc.
- MEET SETUP—seating, drinking water for timers and officials, starting system, PA system for announcing, national anthem, false start rope, lane lines, etc.
- LAP COUNTERS—MUST be provided for visiting team and MUST be in good repair else host team swimmers are disqualified from 500y/400m Free (yes, lap counters **are** required for 400m in NFHS)

#### **PRE-MEET COORDINATION - MEET DIRECTOR (HOST TEAM)**

- Schedule officials to include referee, starter, at least two stroke & turn judges plus alternates/relief, sweep judge. Advise all to arrive no less than 30 minutes prior to scheduled start of meet
- Assign head timer to obtain adequate number of timers, check watches for adequate number and working properly
- Assign head scorer to obtain one or two assistants, distribute score sheets as necessary
- Obtain required meet equipment and supplies, including starting system, watches, bell, clipboards and pencils
- Schedule deck marshals for warm-ups as well as locker room marshals if necessary
- Contact visiting team rep: Provide map or directions, agree on equipment to bring (watches, lap counters if necessary), discuss any equipment or deck official/scorer shortages for which you need assistance

#### **PRE-MEET COORDINATION - VISITING TEAM**

- Provide maps to parents
- Schedule officials (two stroke & turn plus relief/alternates), sweep judge, timers and scorers. Advise to be at meet at least 30 minutes prior to scheduled start.
- Check watches for adequate number and working properly

#### **COACH-TO-COACH COMMUNICATION**

- It is recommended that prior mutual consent between coaches be reached on those items requiring it at least 3 days before the meet.
- One item that may require discussion/decisions is the number of entries per team/number of lanes scored for competition in pools with 8 lanes. Exhibition entries are permitted and may be assigned to fill up additional lanes/heats.
  - Visiting team's coach selects competition lanes (odd or even for use in **preparing entry cards in advance of meet**)
  - Agree on Event numbers (22 events or 24 events depending on how the diving events are considered)
  - Decide on warm-up times/lanes, as necessary
  - Decide on exhibition swims for extra lanes/heats
  - Verify that scoring heat swims FIRST in multiple heat events
  - Describe pool deviations (length, block shape or height)
  - Discuss procedure for inclement weather decisions – Host athletic director/principal decides

#### **PRE-MEET BRIEFING: COACHES, CAPTAINS and REFEREE**

- Communicate information on exhibition heats; verify that scoring heat swims FIRST in multiple heat events
- Discuss/decide on 15-minute or shorter (or longer) intermission if no diving
- Verify that swimmers are not wearing jewelry and are properly attired—suggestion: make captains responsible for their team
- Warm-ups Safety Briefing – Swimmers may only enter pool with coach & referee direction; feet first entry from deck unless in designated start/sprint lane (See guidelines in the 2009-10 Rules Book) Ensure that each coach has a copy of the meet warm up procedures prior to the start of warm-ups.