

MEET DIRECTOR'S ROLE

Ideally the Meet Director should be assigned at least 6 months prior to the meet. (S)he should be required to attend at least one previous meet and be provided with technical advice while at the meet.

The Meet Director is the organizer who directs the efforts of the people running the meet. (S)he should not be directly involved in any one activity or committee but should be conversant with the activities of all committees. This manual will act as a guideline for the Meet Director but nothing can replace experience.

As a Meet Director, it is possible to do as little or as much of the actual work as desired given the available time. However, the Meet Director should avoid over-committing to any one area to the point of losing track of the overall picture. (S)he should be involved enough to know and appreciate the amount of work and the problems associated with each area.

In addition, it is important that the Meet Director communicate on a regular basis with the meet referee and with committee chairmen to ensure that the assigned responsibilities are being done correctly and on time.

The following are general items to consider:

1. It is imperative that all conditions of sanctioning be thoroughly understood.
2. Each committee chairman must work within the framework of the facility, the personnel and the budget available.
3. The technical rules may change, particularly over the duration of the planning period. It is up to the meet director, and others involved, being aware of and communicating these changes.
4. Expenditure of money is always at the risk of the host.
5. Planning is a long-term project but all phases must be integrated early before the meet information can be prepared. Once the meet information is out it cannot be changed or altered.
6. Each committee chairman should review this entire manual to familiarize himself or herself with the overall effort required to plan and conduct a successful swim meet.
7. You may choose to utilize a different committee structure or to do some of this work at different times. Be aware that the mailing of your meet information is on a strict time line that may not be changed.
8. Schedule and conduct regular organizational meetings to discuss progress to date, committee reports and priorities for final meet preparation.
9. Select key meet personnel and assign specific tasks. The following Committee Chairman are generally necessary:

Admissions	Awards	Concessions / Sales
Announcers	Entries	Hospitality
Computer	Promotions	Officials
Publicity	Facility	Medical
Timers	Set Up / Clean Up	Security

*Accommodations (if out of town teams will be attending)

10. Set Committee Objectives and a time line for completion of each task.

I. Pre Meet Responsibilities

Registration Requirements:

1. The host team must be currently chartered .
2. The Meet Director must be a current registered Non-Athlete.
3. The Safety Coordinator must be a current registered Non-Athlete.

Obtain Pool Facility

It is best to execute a contract with the host facility detailing the specific areas of use.

1. Requirements and recommendations of a pool facility are stated in USA Swimming Rules and Regulations. (*USA Swimming Rules and Regulations Article 103*)

Required

- A. Starting blocks (preferably at both ends for Long Course Meets), which are permanently affixed to the deck
- B. Non-turbulent Lane Lines
- C. Backstroke Flags
- D. False start rope

Recommended

- E. Lap counters for freestyle events of 16 (sixteen) lengths or longer
 - F. Full Automatic timing system
 - G. Back up timing system
 - H. Public Address System
2. Areas in and outside the pool deck that you will need to use.
 3. Chairs and table arrangements for all areas of the meet as needed.
 4. Verify times of rental arrangements with scheduled meet time line.
 5. Parking arrangements for spectators and workers.
 6. Fees and arrangements for the sale of food and non-food items.
 7. Emergency equipment accesses.

Design Your Meet:

1. Determine the needs of your swimmers to select the type of meet you will offer.
2. All age group sessions must be conducted within a 4(four) hour time limit, all competition must be conducted within a 10(ten) hour time limit.
3. Meets must be strictly run under USA and ISI Swimming rules and interpretations.

File Application for Sanctioned Event:

(Reference USA Swimming Rules Article 202 Conditions of Sanction)

1. Photocopy the application to sanction an event found in the back of this manual.
2. Fill out accordingly and send to - ISI Office Attention: Scheduling.
3. Attach a list of events you will offer and appropriate payment.
4. Forms must be submitted within the following deadlines:
 - **Long Course -- January 1st**
 - **Short Course – July 1st**

Meet Director's Meeting:

1. This meeting held at the Fall and Spring House of Delegates is mandatory for all Meet Directors. It is here that new rules are discussed that could directly affect your meet.

Appoint Key Personnel:

1. Recruit chairpersons of each of your committees
2. Meet with each chairperson to give them as much time as possible to acclimate themselves with the position and the responsibilities involved with their assigned committee.

Write Meet Information:

1. Follow the meet packet format that is detailed in this manual.
2. If any questions arise refer to the ISI Office for clarification and guidance.

IA. Pre Meet Responsibilities Concerning Adaptive Swimming

Facility Concerns for Disabled Swimmers:

When a disabled athlete contacts you for meet information one of their concerns will be questions regarding your hosting facility. It is important that in the role of Meet Director you can answer their basic questions and be able to work with the athlete to provide for any special considerations they may have in regards to their specific disability.

Below are listed some specific general facility knowledge that you should investigate initially.

Entrance:

1. Is the outside entrance to the pool accessible to disabled swimmers?
2. What arrangements for entry into the building are being made if needed, i.e. elevator access, different use of entry to avoid stairs, specific directions needed for an alternative entrance, etc.

Parking:

1. How many Accessible Parking Places are available for the disabled athletes?
2. If athletes need more parking places than what is already designated where will they be located and how will they be able to be identified?

Locker Rooms (Both Men's and Women's):

1. Are there steps going down or up to entering the locker room?
2. Is there a "lip" that must be maneuvered over to get into the showers?
3. Are there showers specifically designed for disabled athletes?
4. Are there accessible bathroom stalls in the locker room, and how many?
5. Can the showers be turned on and off, versus continuing running water?
6. If there are no hand held showers can a folding or plastic chair be placed in the shower for the disabled athletes?

Deck Area:

1. Walk the deck area and look for any possible obstructions, outside the required pool equipment needed to run a meet, which a disabled athlete may need to overcome.
2. Be concerned with touch pad, microphone, timing machine, and computer wires during set up. These need to be taped down or able to be maneuvered over with a wheel chair, crutches, walkers, etc.

Rest Area, Bull Pen, Seeding Area

1. Are the above mentioned areas accessible to the disabled athlete? If the answer is no how will you service the disabled athletes access to rest areas, bull pens, and seeding areas?

USA Swimming Rules; Article 105 gives the Meet Referee authority to accommodate swimmers with disabilities. Therefore, all other considerations for disabled athletes will be in the control of your Meet Referee once the meet starts. Check with the Meet Referee prior to the start of your meet to make sure there has been communication between the disabled athlete and/or their coach.

File Meet Information for Sanction Number:

1. Mail in a copy of your original application for a sanctioned event with your complete packet of meet information.
2. The Sanctioning Officer will review your meet information and will contact you for any required changes that may need to be made.
3. If changes are required a corrected copy of your meet information must be resubmitted before a sanction number will be assigned to your meet.
4. **DO NOT PRINT OUT YOUR MEET INFORMATION FOR MAILING UNTIL YOU HAVE RECEIVED YOUR SANCTION NUMBER.**
5. Sanctions are not transferable and once they are given out **NO CHANGES OR ALTERATIONS** can be made to the meet information. Any violation regarding changes or alterations to meet information can result in the revocation of the sanction number.

Mailing Meet Information:

1. Meet information must be mailed first class no later than seven (7) weeks prior to your scheduled date for the meet.
2. All packets are to be mailed together at the same time.
3. Packets may continue to be mailed out after the initial mailing has occurred.
4. The following is a list of teams that must receive your meet information:
 - ✓ All teams hosting a meet in the current season (refer to latest schedule).
 - ✓ All teams who hosted a meet in the season just completed.
 - ✓ Any team or individual who contacts you and requests meet information.
 - ✓ All teams who attended your meet in the previous year. (Optional)
5. All your committee chairmen and Meet Referee and your Coaching Staff.
6. *For the cost of \$6.00 the ISI Office will provide you with a complete set of mailing labels to all chartered teams in Illinois.*

Oversee Committee Work:

1. Good management dictates periodic checks to see that work is progressing and that it is satisfactory.
2. Continually have contact with your Chairmen, Meet Referee and Coaches.

III. Responsibilities During The Meet

Have a working knowledge of all phases of the meet.

1. The Meet Director must keep himself (herself) free to manage the meet not assigning themselves to any specific task such as officiating, bull pen operation, computer, etc.
2. If you have done a thorough job with your pre-meet responsibilities your job will be largely limited to going from one work area to another making sure that everything is running smoothly.
3. At all times during the meet keep communication with the Meet Referee and Clerk Of Course and Committee Chairmen.

Observation of safety procedures and insurance compliance throughout the meet.

1. Warm-Up Procedure
 - ✓ Arrangements must be conducted with the Meet Referee concerning supervision of warm-ups.
 - ✓ All persons on deck involved in supervising safety procedures during warm-ups must be registered non-athlete members.
 - ✓ It is a combined responsibility of the Meet Referee and the Meet Director to conduct warm-ups in the correct safety procedure format according to USA Swimming Rules and Regulations.
 - ✓ Warm-Up Procedure sent in meet information must be posted around pool area for all to see.
 - ✓ Warm-Up Procedure needs to be announced at least twice over the public address system.
 - ✓ Any unattached swimmer **MUST** see the Meet Referee to be assigned a supervised lane during warm-ups.

Observation of safety procedures and insurance compliance throughout the meet (continued)

2. It is the responsibility of the Meet Director and the Meet Referee to limit the access to the immediate area around the pool only to *participating* USA Swimming currently registered swimmers, Coach Members and non-athlete members directly involved in the operation of the meet. (The position of Timer is exempt from the required non-athlete membership.) The reason for this strict regulation is insurance liability. Strict observance of this rule needs to be maintained throughout the entire meet. There are no exceptions.
3. All persons on deck involved in meet operations, with the exceptions of Timers, must display their current USA Swimming Registration card at all times while the meet is in progress.

4. The Meet Director will be appointed as a temporary registrar for Illinois Swimming, Inc. (S)he will be responsible for the registration of athletes and non-athletes at your meet. USA Swimming/ ISI registration forms are in this manual under the forms section. The Meet Director will be expected to forward these completed forms and monies collected for the registration to the ISI Office within 24 hours at the completion of the final day of the meet. ***TO REGISTER A COACH AS A NON-ATHLETE MEMBER THE MEET DIRECTOR MUST SEE PROOF OF FULFILLING THE REQUIREMENTS OF CERTIFICATION. CERTIFICATION REQUIRES CURRENT CPR, CURRENT FIRST AID AND CURRENT SAFETY TRAINING FOR SWIM COACHES. PHOTOCOPIES OF ALL PROOF OF CURRENT CERTIFICATION MUST ACCOMPANY REGISTRATION WHEN SENT IN TO THE ISI OFFICE. FOR ACCEPTED COACH CERTIFICATION PLEASE REFER TO THE ADDENDUM IN THE MANUAL ENTITLED, "UNITED STATES SWIMMING COACHES SAFETY CURRICULUM 1998 REQUIREMENTS AND EQUIVALENTS".¹***
5. The Meet Director shall report **ANY INJURIES (minor or major)** occurring during the course of the meet. The Meet Director must fill out a "Report of Occurrence" form found in the "Forms" section of this manual and mail it into the ISI Office Attention: Safety Coordinator. Failure to do this can result in loss of insurance coverage.

IV. Post Meet Responsibilities

Send the following within 3 (three) days after the final session of your meet to the ISI Office.

1. ONE COPY OF FINAL RESULTS. In "published order"² showing swimmer's USA registration numbers. Make sure you have entered your sanction number into Meet Manager. The sanction number and date(s) of your meet MUST appear at the top of every page of results.
2. DOS Copy from Hy-Tek Meet Manager Program on a floppy disk.
3. Always include all scratches when creating your DOS copy.

Send MEET TIME SUMMARY with final results.

1. The Meet Referee needs to fill out the Meet Time Schedule report and sign it. Mail this report to the ISI office with your final results. This report is at times referred to as a "time line". The time line produced by Hy-Tek Meet Manager may be used, BUT the Meet Referee must note all changes and sign it.
2. Meet Time Schedule is not necessary for a dual meet.

Send FINANCIAL REPORT to the ISI office within 15 days from the last day of scheduled competition of your meet.

1. Complete the Financial Report Form found in the "Forms" section of this manual.
2. Send this report and a check for the appropriate amount to the ISI office. Be sure to note your sanction number on the report form and on your check.
3. NO FINANCIAL REPORT WILL BE ACCEPTED WITHOUT PAYMENT.
4. If you are eligible for a special stipend of \$25.00 a heat offered to ON SCHEDULE MEETS ONLY for 1500m / 1650y freestyle events with a maximum refund of \$200.00, **do not** deduct the amount from your Financial Form payment. Attach a copy of the final result page showing the heats of that event to your Financial Report, the ISI Treasurer will include the stipend amount with your sanction refund.
5. Please note that your Financial Form will not be submitted to the ISI Treasurer for any refund or stipend due you until Final Results, Meet Time Schedule, Financial Report with payment, and, when applicable, DOS copy of meet from Hy-Tek Meet Manager have all been **correctly** submitted to the ISI office.

Send required Final Results out to participating teams within 2 weeks (14 days) from the final day of competition of your sanctioned meet.

(Reference USA Swimming Rules and Regulations Article 102.25)

1. Print your Final Results in "published order" from Hy-Tek Meet Manager, showing swimmer's registration numbers, and making sure your sanction number and meet date(s) are at the top of every page.
2. Mail to all appropriate teams of 5 or more swimmers who attended your meet.
3. Mail to any individuals who may have purchased a copy of Final Results at your meet.

Retain all meet results and supporting data.

¹ This listing is updated yearly on July 15th. Please call the ISI Office if you do not have a current listing in this manual. It is the Meet Director's responsibility to know all current rule changes and requirements.

² "Published Order" is the correct format for results as titled in the Hy-Tek Meet Manager program. For a description of this format refer to Section 203.10 in the ISI Rules and Regulations.

1. Retain all lane cards, timing machine printouts, officials finish picks, and any other pertinent information concerning final results of your meet for a period of one (1) year.

Refund check will arrive to main mailing address of your chartered club.

1. Your sanction fee refund will be sent to the main mailing address listed with ISI for your chartered club.
2. It will only be issued after all the required reports, listed above, have been received and approved.

HELPFUL HINTS FOR MEET DIRECTORS

- Use this manual as a guide line to running your meet.
- Remember everyone is a volunteer. Treat your workers with courtesy and respect.
- DO NOT attempt to answer questions or make decisions that fall under the rulings of the Meet Referee. This is not your job.
- Always know two things about your facility. Where the first aid equipment is kept and How to access it.
- Meet with the person in charge of the janitorial staff. Give them a time line of when you need to open and close the facility. Make sure they are aware of all areas you will be using. Get a name of who will be on duty for you each day. Find out where you can locate them during the meet operation.
- Be prepared to pick up garbage and clean the deck after each day of competition. A good suggestion is to have on hand disposable rubber gloves (the kind used in the medical field work great) to use to pick up garbage.
- Try to have workers continually check on bathrooms to make sure they have been kept supplied and cleaned by janitorial staff of the facility you are using.
- Always have a location for lost and found. If possible print it in your psych/heat sheets.
- Stay in contact with all committee chairmen. If a chairman will not be commanding their appointed committee for anytime during the meet, ask them to tell you who will be in charge. Make sure you check with them to see if things are going okay, or if they have any questions. A switch of command in committees can cause chaos if there is lack of communication of changes. Always check to make sure people in charge are, or will be, informed of any changes in the meet operations that would directly affect them and their job.
- Remember teams attending your meet are your guests. Treat coaches, swimmers, parents and other spectators with respect and courtesy.
- Always make sure you have Coaches Packets readily available to be picked up at a designated spot. Put in a psych/heat sheet for each coach attending the meet. If you are using Hy-Tek software, give each team a roster of their swimmers printed Meet Manager with the Meet ID number assigned to each swimmer. They may then use this ID number to fill in relay cards.
- Have your psych/heat sheets available on deck for your officials.
- Have with you on deck a copy of your meet entry packet, USA Swimming Rules and Regulations current edition, and ISI Rules and Regulations current edition.
- Remind your entry person to bring all original entries received from each team to the meet for reference when questions arise about entries.
- Ask for a post report from all committee chairmen with their helpful suggestions or ideas on how to improve their areas for next year.
- If time allows, several days after the meet write thank you notes to your committee chairmen and their workers. Or post a general thank you note where everyone can see it when they drop swimmers off for team practices.
- After all is said and done Congratulate yourself! You've done a great job.

NOTES

CLERK OF COURSE

The Clerk of Course has two principal tasks in most meets:

- ✓ Seeding the swimmers into events.
- ✓ Managing the Bullpen area.

Seeding the meet.

1. It is strongly advised that first time Clerk of Course volunteers spend some time with an experienced Clerk of Course or Referee going over the mechanics of seeding before the meet.
2. In order to have a working knowledge of the seeding procedure, the Clerk of Course must be familiar with Section 102.5 sections .1 – .7 of the current USA Swimming Rules and Regulations.
3. NOTE: The Hy-Tek Meet Manager Program will initially seed the meet after entries are entered.

Bull Pen Set Up and Operation.

Timed Finals:

1. Arrange chairs in rows containing a number of chairs equal to the number of lanes in your pool. There should be sufficient chairs to accommodate all swimmers in your largest event.
2. Chairs should be numbered sequentially with low numbers in the front row. Number from left to right as you face the Bullpen.
3. Post heat sheets on the wall so that swimmers can find their seed number.
4. Swimmers then pick up their lane cards, which are placed on a table in seed order and sit in the correspondingly numbered chair.
5. Each event must be announced over the P.A. system with at least two calls (first call and final call) separated by approximately five (5) minutes.
6. NOTE: The final call may not be made more than thirty (30) minutes prior to the time the event will be swum.
7. No event should be called during the first forty-five (45) minutes of the warm-up.
8. Five (5) minutes after the “final call”, close the event and have the swimmers move to fill in the empty chairs being careful to preserve the seed order.
9. Take extreme care when administering the above procedure with younger and less experienced swimmers.
10. It is advisable to consolidate one row at a time when swimmers are unfamiliar to the procedure.
11. Each row constitutes a heat. If there is a partially filled row at the back with fewer than three swimmers, take swimmers from the next heat to bring the number of swimmers in the partial heat to three. AT ALL TIMES TAKE CARE TO PRESERVE THE SEED NUMBER ORDER.
12. Number the cards with heat and lane number, starting with the back row which is Heat 1 (slowest). The lane number order for proper seeding is described in the current USA Swimming Rules and Regulations Section 102.5 sections .1 – .7.
13. For purposes of illustration seeding would be as follows for a six lane pool:
 - Lane 1 = 5th fastest swimmer in the heat
 - Lane 2 = 3rd fastest swimmer in the heat
 - Lane 3 = 1st fastest swimmer in the heat
 - Lane 4 = 2nd fastest swimmer in the heat
 - Lane 5 = 4th fastest swimmer in the heat
 - Lane 6 = 6th fastest swimmer in the heat
14. Continue this process to the next row (Heat 2) until all heats are numbered and lanes assigned to each swimmer.
15. *When swimming slowest to fastest events it is possible that the initial two heats may not contain a full compliment of swimmers. However, each heat should have a minimum of three swimmers, if possible. Remember that running empty lanes consistently during an event will slow down your meet time line considerably.*
16. Instruct swimmers to wait behind or adjacent to the starting blocks until their heat is called.
17. With younger or less experienced swimmers it is advisable to have a volunteer to walk the heats (in swim order) on deck remembering always to have swimmers remain in seed order.
18. Inform Coaches of the deadline and procedure by which they must declare their relays. (They must list their relay swimmers on the back of the relay card using the meet id numbers on their Team Roster placed in the Coaches’ packet by the entry chairperson. Swimmers need to be listed in swim order.)

Positive Check-In

1. Establish a designated area for “Positive Check-In”. Swimmers must check in for events that they will swim for the current session only. The closing and opening times for Positive Check-In are published in the meet packet information. DO NOT ALLOW OTHER SWIMMERS TO CHECK IN EACH OTHER.
2. Meet is seeded after positive check in closes.

3. Normally a bullpen will not be used with the positive check-in procedure. When a swimmer checks in for an event he (she) is required to swim that event. If cards are used they are set up on a table and numbered with heat and lane. Swimmers pick up their cards after an announcement is made that they are ready and take them to the blocks with them to give to the Timers in their respective lane.
4. Heat sheets are posted and printed for Coaches, Officials, and other meet operations personnel.
5. Timer sheets may be used in place of cards. It then becomes the swimmer's responsibility to check the posted heat sheet and report to the blocks at the proper time.

Swimmer Changing Affiliation

1. Prior to the start or during the course of the meet any swimmer may declare themselves to the Meet Referee as "Unattached" This affiliation change must be noted in the final results. This request may not be refused.
2. Changes of affiliation from one team to another must be done only through the ISI Office. Proof of affiliation is shown on the swimmer's current USA Swimming Athlete Registration Card.

NOTES

COMMITTEE STRUCTURE AND JOB DEFINITION

ACCOMODATIONS COMMITTEE

1. Contact hotels / motels near the meet site and arrange to hold rooms for people attending the meet. These properties will normally hold the rooms until 30 days prior to the event.
2. Make a list of hotels, addresses, phone numbers, rates, food services available, and distance from hotel to the site of the meet.
3. Include the above list in meet information packet with reservation deadline well noted.
4. Be prepared to assist anyone who may call you or write you with housing problems.

ADMISSIONS COMMITTEE

1. Prepare signs reflecting admission prices for all sessions of the meet and psych / heat sheet prices, and cost of copy of final results. Post at all entrances.
2. Coordinate with Treasurer for change and cash box.
3. Staff all sessions with volunteers. (Recommendation would be to have at least 2 (two) or 3 (three) volunteers manning admissions at each session.) Remember admissions should open at the start of, or prior to, the time scheduled for warm-ups.
4. Procedure for marking guests who have paid admission so they may come and go from the meet without having to pay admission again.
5. Sign up for copy of final results. (Recommendation: have blank mailing labels for persons purchasing final results so they may address a label to themselves. This will make it easier on whoever has to mail out final results.)

ADVERTISING AND SALES

1. Prior to meet solicit ads for psych / heat sheets.
2. Make arrangements to print psych / heat sheets and get them to admissions committee the day prior to the first day of the meet.
3. Secure meet publicity with local papers, television stations, and local radio.
4. Procure heat winner awards, if so desired.

ANNOUNCER

1. Prepare and test equipment.
2. Have copies of warm-up procedure, meet schedule, and psych / heat sheet in front of you at all times.
3. Have a working knowledge of meet protocol, i.e. when announcements are appropriate and when no announcements may be made.
4. Procure music for the National Anthem.

AWARDS AND CEREMONIES COMMITTEE

1. Order individual and team awards making certain that they correspond with information in meet information packet, i.e. places for relays, different awards for A level, B level, C level, etc.
2. Develop procedure to get event results and labels.
3. Staff volunteers to prepare awards.
4. Develop and post procedure for distribution of awards.
5. Create policy for unclaimed awards.

COMPUTER COMMITTEE

1. Make sure your computer process is in place and ready to go and that the entry personnel comply with your instructions. This process should be addressed early during an organizational meeting.
2. Procure computer system and back up computer system for meet operation..
3. Receive from the Entry Committee a complete roster of all swimmers in the meet sorted by Teams.
4. Set up runners to post and deliver results to appropriate areas and to deliver awards labels to awards committee.
5. Schedule volunteers for all sessions. Try and have an introduction meeting of the computer program and procedures prior to the meet itself for volunteers who will be working on the computer directly.
6. Be prepared to stay at end of the meet to hand out DOS back up copies of the final results from the Hy-Tek Meet Manager Program to teams who have attended your meet.

CONCESSIONS

1. Prepare and price menu. Make signs reflecting all items and prices. Place menu in psych / heat sheets if possible.
2. Coordinate needed equipment and volunteers to man area during meet for all sessions.
3. Coordinate with Treasurer change and a cash box.
4. Coordinate with outside vendors for ordering pizza, or other items that you may wish to put on your menu.
5. Create procedure to replenish diminishing supplies of beverages and food through out the meet.
6. Prior to meet dates check your area and area set up with the Meet Director and facility personnel. Determine what equipment the facility will allow you to use, if any. It is a good idea to make sure this list of equipment appears in your contract with the facility your are renting.
7. If needed place signs directing people to concessions.
8. Try and have morning coffee ready for start of warm-ups to sell to spectators. (Recommendation: Use a timer to start coffee maker at a specific time).

CLERK OF COURSE

1. Refer to job description for Clerk of Course in Section V.
2. Check supplies and equipment (including back up equipment) for running the meet.
3. Organize lane cards and bullpen.
4. Set up bullpen and instruct bullpen volunteer in procedure to be used to get swimmers on deck and behind the blocks for their events.
5. Make sure volunteers know what check in procedures, if any are being implemented and schedule coverage for all sessions.
6. Organize call system for events.

ENTRIES

1. Completely review the USA Swimming and ISI Rules and Regulations entry policies.
2. Help the Meet Director prepare the meet information according to the above mentioned rules and regulations.
3. The Entry Chairman may receive entry blanks with return postcards enclosed. Acknowledge receipt of entry by returning enclosed postcard to sender.
4. Review all entries for completeness and accuracy. Check for signatures of coaches, swimmer registration numbers, age and birth date.
5. Make sure the computer process is in place and ready to go and that the entry committee complies with instructions of the computer personnel. This process should be addressed early during an organizational meeting.
6. Set up meet in the computer according to the printed meet information packet.
7. Verify number of entries against amount of money received. If the club owes you money, note the amount owed, itemize it and place in coach's packet. Keep a copy of this information with the club's entries.
8. Verify times, if necessary, submitted with entries. Make sure they are within the correct qualifying period, if one has been established in the meet entry information.
9. Enter data in the order it was received as soon as possible. Frequently run a time line to find out when the meet has reached capacity. Send back all entries unopened that will not be accepted when meet time limit has been reached. If it looks like a team may or may not be in your meet it is courteous to call that entry person who sent the team entries in and let him (her) know where they stand in getting into your meet. This call may also be referred to the Meet Director to make.
10. Check computer print out of entries against original hard copy sent to you by each team. Take extreme care in making sure entry times are inputted correctly.
11. Print and proof read psych / heat sheets make sure sanction number of meet and meet dates appear on heading for each page and cover.
12. Print lane cards or positive check in sheets, whatever is requested by the Meet Director or Meet Referee.
13. Print out Team Rosters for coaches' packets with swimmer's name and meet id number, computer operations will need a copy also.
14. Good communication between entry personnel and computer personnel is essential.
15. Entry personnel should keep well documented records of all conversations with participants of the meet and keep them with the entries from their respective teams.
16. All original team entries must be brought to the meet in case questions arise and they need to be referred to.

Be courteous to inquiries about openings in your meet. People do realize meets fill up rapidly, but sometimes they want verbal affirmation that the meet is closed.