



MEET DIRECTORS SYMPOSIUM  
MANUAL

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## Planning and Coordination Manual

### ***INTRODUCTION***

**This manual contains descriptions of responsibilities, authorities, procedures and guidelines. It is intended to be used by hosts of USA Swimming major championships, specifically the ConocoPhillips Nationals, U.S. Open and World Cup. This manual should be used as the basis for reviewing what must be accomplished, and by whom, prior to and during meets. When preparing for any events, please feel free to contact USA Swimming with any questions or concerns.**

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## I. General Planning and Administration

### A. Meet Director

1. 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.
2. Ideally the meet director should be assigned at least two years prior to the meet. (S)he should be required to attend at least one previous championship and be provided with technical advice while (s)he is at the meet (preferably during registration until three days into the meet).
3. This manual will act as a guideline for the meet director but nothing can replace the experience of those who have already been through a championship. During the year prior to the championships it is important to talk to other meet directors who have participated in a championship. In addition, (s)he should communicate on a regular basis with USA Swimming staff and the meet referee.
4. As a meet director, it is possible to do as little or as much of the actual work as desired given the available time. The meet director should avoid over-committing to any one area to the point of losing track of the overall picture. It is important to consult with committee chairs to ensure that the jobs are done correctly and on time.
5. It is imperative that each item of the USA Swimming Championships contract be thoroughly understood.
6. Each committee chair must work within the framework of the facility, the personnel and the budget available. Depending on the nature of the meet, USA Swimming will inform the host of additional requirements.
7. The procedures and policies may change over the duration of the planning period for USA Swimming Championships. It is up to the meet director and others involved to be aware of and communicate these changes.
8. Expenditure of money is always at the risk of the host.
9. Planning is a long-term project but all phases must be integrated early before the entry blank or information book can be prepared. Once the meet information is out, it is difficult and expensive to change.
10. Prepare data for the meet information book, that includes the meet director contact information, local officials coordinator, ticket prices, pool hours, registration desk hours, meeting schedule, facility information, airline and car rental companies and hotel information. Hosts will submit this information to USA Swimming headquarters 150 -200 days in advance of the event.
11. Each committee chair should review this entire manual to familiarize him/herself with the overall effort required to plan and conduct a swimming championship.
12. You may choose to utilize a different committee structure or to do some of this work at different times.
13. Schedule and conduct regular organizational meetings to discuss progress to date, committee reports and priorities for final meet preparation.
14. Select key personnel and assign specific tasks. The following committee chairs are generally necessary, but can be modified to accommodate specific circumstances:
  - a. Accommodations and Hospitality
  - b. Facilities, Concessions, and Security
  - c. Medical and Drug Testing
  - d. Publicity, Marketing and Media
  - e. Finance
  - f. Volunteers and Runners
  - g. Ceremonies and Awards
  - h. Credentials and Registration
  - i. Time Trials
  - j. Printing
15. Set committee objectives and a timeline for completion of each task.
16. Risk Management planning is critical to the success of any event. The meet director needs to be the point person for ensuring the safety of all participants of the meet.
  - a. Pre-Event Loss Prevention Planning
    - (1) Participants
      - (a) The entry blank contains a form that acknowledges the athlete's consent to comply with stated expectations of conduct. The statement also releases the host club from liability for any injury to the participant, which occurs in conjunction with the event. All forms

are sent with the meet information book providing sufficient time for them to be read and understood before signing, especially if a parent/guardian signature is needed as well.

(2) Administrators & Meet Staff

- (a) The staff size necessary to administer and control the event will be based upon the number of participants, the number of spectators, and the event itself. A control staff nucleus should be established at the onset of event planning. Their locations or control positions during the event should be planned. Supervisory responsibilities must be clearly assigned. Each of these individuals should have a cellular telephone and/or walkie-talkie throughout the competition.
- (b) Definitive duties, training requirements, responsibilities and chain-of-command relationships should be determined for each member of the event staff.
- (c) Alternates or back-up staff should be identified in contingency plans. Duties, responsibilities and training requirements should be projected and included in the planning process.
- (d) It is very helpful to have support staff and officials readily identifiable to athletes, spectators and those assigned to keep unauthorized persons out of restricted areas. Specific clothing, armbands, hats, or other articles should be used to denote particular staff and/or functions. (Medical support staff should be identifiable to the public.)
- (e) Occurrence Reporting is a critical factor in any event. The Security Committee should designate one or more persons the responsibility for accident reporting, accident investigating and obtaining witness statements. It is critical that information concerning an accident and potential claim be collected as soon as possible after an accident is reported. The report should be completed on the "Report of Occurrence" form from USA Swimming.

(3) Facility - Inside. All enclosed areas present liability hazards for which preparations must be made and implemented prior to, during and after the event.

- (a) Hold Harmless Agreements/Certificates of Insurance. The involvement of other parties such as in the use or lease of facilities will, in most cases, require the provision of some form of indemnity agreement or certificate of insurance to the property owner. A hold-harmless agreement indicates that the meet host indemnifies the facility owner (e.g., host will not transfer any liability for a claim to owner).
  - i. To control the number and types of contracts required to support an event, the responsibility of reviewing draft contracts should be assigned to one individual within the planning staff. This person should have a general understanding of contract law and USA Swimming's insurance coverage.
  - ii. Contracts and agreements should be limited to those resources that are intrinsic to the event and are directly under the jurisdiction or control of the event sponsor. A contractual arrangement should not transfer a liability to the meet host for that which it does not control.
- (b) Facility/Equipment Condition & Inspection. Prior to the acceptance of any facility or equipment required to support an event, a member of the organization's planning staff shall make an inspection. Conditions that are considered to present a hazard to participants, spectators or staff should be listed in writing and corrected by the owner or identified in the use contract.
  - i. Some examples of such liability losses have involved irregularities concerning non-skid surfaces, loose carpeting and bleachers. The costs of injuries to participants and spectators were transferred to the meet host as a result of contracts which accepted the property in an "as is" condition.
  - ii. The community's Fire Marshal policies must be known and observed.
  - iii. It is a prudent measure to develop inspection checklists of requirements and potential hazards, both general and sport-specific and assign inspection responsibilities to members of the event organizing staff.

iv. Checklists and plans should also address environmental and emergency situations that may necessitate facility evacuation or crowd control measures. Contingency plans and inspections should include such subjects as:

- Exits - number, location, identification, accessibility.
- Exit-ways - crowd control, accessibility, capacity.
- Fire Control - detection & suppression systems.
- Medical Support - location, designation, accessibility.
- Barriers - type and locations.
- Emergency Lighting.
- Ingress/Egress of emergency transport vehicles.
- Battery back up for computers

- (4) Outside Facilities - Prior to the acceptance of outside (unenclosed) facilities and equipment or the issuance of contracts and insurance certificates, the areas shall be inspected by a member of the meet host staff. Conditions that are considered to present a hazard to participants, spectators, or staff shall be corrected by the owner or identified as a liability exclusion in the use contract.
- (5) Public & Spectators - Protecting the public and spectators from injury during an event is a formidable task. Planning for their protection cannot be confined to a single situation. Spectator and public injury may arise not only from contact with participants, but also through their use of the facilities that are provided for their convenience. Although the responsibility of planning for spectator safety may be assigned to a member of the staff, all members organizing an event must share the implementation of these plans and their success.
  - (a) Municipal Assistance. This assistance should be sought whenever possible. Uniformed law enforcement officers add an element of control to all situations. The officers also must be oriented to their particular role so they can respond to emergencies in a manner consistent with the meet host's emergency plans.
  - (b) Crowd Control. Consider the size of the event, number of participants, crowd size, physical characteristics of the location, Fire Marshal policies and prior experience of similar events to determine the need for control devices such as barriers, signage, and publications. Evaluate these needs in terms of the potential hazards and the applicability of the systems to control or mitigate a liability exposure.
  - (c) Media Control. Radio, television, and interviewing media staff also represent potential liability exposures. They may be assigned fixed locations or granted permission to move around the venue. Their staffs must be oriented and access controlled.
- (6) Vehicles - There are some planning controls that should be in place to reduce a potential liability exposure. Vehicle accidents have often led to large monetary awards or settlements. The number, type and source of vehicles required to support an event should be determined as far in advance as possible.
  - (a) Drivers - all drivers, primary should be screened to determine that they have valid driver's licenses.
  - (b) Motor Vehicles Reports-Each driver's MVR should be reviewed to determine the presence of any citations, suspensions, loss of license or other indications of adverse driving habits. Individuals having poor driving records should not operate vehicles in support of an event.
  - (c) Driver Training - All drivers should be trained in the manner by which the vehicle is to be driven during the support activity. Proper response to emergency situations should be included in all safety laws and recommendations must be observed faithfully.
  - (d) Communications - Each vehicle should be equipped with communications equipment that will enable the driver to relay critical or emergency information to the appropriate person.
  - (e) Vehicle Identification - A marking or identification device should be readily visible on the exterior of all support vehicles. Media vehicles should also be readily identifiable.

- b. Communications - Communications are extremely important to impart critical information to the staff and to summon assistance. The type of communication systems necessary to provide support to an event are largely dependent upon the size and location of the event, the number and spread of participants, and crowd size and distribution.
    - (1) Frequency/Channel. An emergency frequency or a separate radio channel should be dedicated to emergency communications such as responding to request for medical or security aid.
    - (2) Non-Radio Communications. Other than radios or wireless communications, alternative forms of signaling include audible or visual markers, loudspeakers, messengers, etc. The type of communication system, however, must be based on the event support needs.
    - (3) Pre-Testing. All equipment should be pre-tested. Plans should also include backup systems.
  - c. Medical Support - A system should be in place for dealing with medical emergencies with both athletes and non-athletes. All medical emergencies should converge at one point designated by the meet director.
    - (1) Positioning. The characteristics of the event, size and population, will determine the type and the number of medical support staff needed and their location.
    - (2) Communications. Medical support shall be included in the communications network.
    - (3) Identification. Adequate signage must be posted throughout the event area to alert the public where medical support is located. The location of medical support and the medical support plan shall be included in the instructions to event participants. Non-medical staff must be kept out of these areas.
    - (4) Hospitals. Contact area hospitals to determine their ability to provide the necessary types of medical treatment and to understand patient load limitations.
    - (5) Ambulances. Contact ambulance services to determine priorities for use, access routes, patient collection points, egress routes, and all other support matters necessary to assure quick response and timely transport of medical cases to designated hospitals.
    - (6) Coordination. The arrival and departure of ambulances or other transportation of the injured should be pre-planned and coordinated by the security personnel at the event.
  - d. The Event - A successful and accident free event is reflective of all the planning efforts. The loss prevention systems must be continued through the entire event.
    - (1) Facility Inspections (inside or outside). All inspections of the facility, pool(s), locker rooms, public areas, bleachers, and support equipment should continue at appropriate intervals during the event.
    - (2) Equipment Inspections. All required personal safety equipment should be checked at appropriate intervals during the event. All alternate support equipment should continually be monitored to assure readiness.
    - (3) Staff Communication. All staff members should be informed at all times of any situations or planning changes that take place during the event.
  - e. Post Event - Following the conclusion of the event, a post closure procedure should be implemented to determine the condition or status of all support systems. The final inspection should be conducted of all non-owned equipment and the facility. Any damages shall be noted on the inspection sheets. The host should retain these records for a period of one year beyond the statute of limitations of a general liability claim.
- B. Committees-Remember, committee structure can be modified to fit your meets particular needs.
- 1. Accommodations and Hospitality Committee
    - a. Contact hotels/motels near the meet site and arrange to hold rooms for people attending the championships. These properties will normally hold the rooms until 30 days prior to the event.
    - b. Make a list of hotels, addresses, phone numbers, rates, food service available and distance to the pool. This information will be necessary for the meet information book.
    - c. Be prepared to assist anyone calling or writing with housing problems.
    - d. Make sure to book enough rooms.
    - e. Provide USA Swimming with list of hotels/motels approximately one year prior to event.
    - f. Call on business and food establishments to request food and refreshments donations. If an establishment cannot donate food, ask for a cash donation with which to buy food.

- g. Provide lunch and refreshments 2-3 days before meet to administrative personnel who are preparing for meet.
  - h. Develop a schedule for hospitality for the entire meet. A schedule should include the day, time, menu and number of people for each occasion. The layout may look similar to the one below:
 

Day 1-2	8:30 am-6:00 pm	Soft Drinks & Snacks
	12:00 pm	Lunch for 10-14
Day 3-6	6:30 am - 10:00 pm	Coffee/Snacks for 200
	6:30 am-10:00 am	Coffee/Juice/Breakfast Snacks for 200
	11:30 am - 1:00 pm	Lunch for coaches, officials, workers for 300
	5:30 pm – 6:00 pm	Snacks for press, coaches, officials for 300
  - i. Maintain and staff hospitality area on site, if possible.
  - j. This committee should provide food and refreshments each morning before preliminaries for the officials meeting and coaches. The committee also generally provides lunch for coaches, officials, press, volunteers and others.
  - k. Coordinate with a soft drink firm on soft drinks for officials, press and coaches. Water should also be available.
  - l. Check meet schedule and prepare food accordingly. The meet director and meet referee can help here. Give particular thought to those officials and workers who cannot leave their posts. Many of these people are tucked away in corners and are ignored when food and drink is supplied to the more visible people. If sessions last past noon, reserve food for those people not able to leave the deck, including officials.
  - m. Many sites also now provide an athletes' hospitality area on deck that might include sealed beverages (Gatorade/water) and fruit and bagels. Depending on the level of the meet, it may be prudent to have a sponsor/VIP hospitality area at the meet.
2. Facilities, Concessions and Security Committee-This committee oversees the overall set-up of the facility and equipment. Also, the committee should develop contingency plans to meet unexpected and emergency situations.
- a. Equipment
    - (1) At least one year prior to the event, get requests from the other committees as to what equipment they will need. Based upon these requirements make arrangements for all equipment. These needs could be addressed in the sponsorship solicitations. Officials will require a briefing room with chairs for up to 80 people, and a secure area for their personal items. An area where off duty officials can watch the meet, not in the starting area, is also a good idea.
    - (2) Make certain all pieces of equipment are in proper working condition and are safe.
    - (3) Establish a time schedule for securing and moving equipment.
    - (4) Check three days before the meet to ensure that everything is in place and working. Ensure that lane lines and starting blocks are in good and stable shape, that water temperature is within required limits and that the water level can be adequately controlled.
    - (5) Maintain contact with local repairpersons or representatives of equipment suppliers prior to and throughout the meet. Ensure that the pool operator will be available throughout all sessions of the meet.
    - (6) Establish procedures for security of the equipment.
    - (7) Check parking facilities and control.
    - (8) Ensure that all phones have been installed and are working.
    - (9) Place signage for sponsors as approved.
    - (10) Ensure that adequate personnel and equipment will be available at end of meet for tearing down and moving process.
    - (11) After the meet, return all equipment to its proper owner.
    - (12) File report of damages and other costs with finance chair.
    - (13) Arrange for certified engineers to survey the course prior to the meet. If a record is broken in a pool using bulkheads, a survey crew should be called in prior to the next session.
  - b. Concessions
    - (1) Contact a USA Swimming approved Speedo dealer in your area. This information can be obtained by contacting the USA Swimming Marketing Department.



- (2) Arrange for food concessions on-site. Many facilities will have a food service provider for you to use, however, some facilities may require the host club to provide their own concessions.
- c. Security
  - (1) Develop a security plan and rules/regulations that will govern the venue. The facility likely already has an emergency action plan. Review this plan with the facility director and determine the rolls of facility employees.
  - (2) Assess the risks present at the venue. Depending on the location, some venues may need greater security than others.
  - (3) Arrange for security personnel to be available when venue is open. These personnel need to patrol the pool, concession area and parking facilities.
  - (4) Security should include ingress/egress of the athletes; security of the locker rooms; security of the preparation area; security while competing and security after the competition. The venue, local law enforcement or volunteers depending on the size of the meet can provide security.
  - (5) Ensure there are sufficient personnel to check the identification developed by the credentials committee and to direct people to the right location. Make copies of all the different types of credentials so that each security point knows who should be admitted. Work with marshals to control access to deck, hospitality and party areas.
  - (6) Enforce all the facility rules.
  - (7) Review security procedures at the general meeting. Ask that any unusual activity or actions (unauthorized personnel) be reported to the security committee. The committee can then determine if the situation warrants contacting the appropriate civil authorities.
  - (8) Review with athletes, staff and volunteers the importance of securing items from theft or vandalism.
  - (9) Enforce the rules of the host facility.
  - (10) Review the Risk Management section under meet operations.
  - (11) Assign Meet Marshals. All Marshals must be members of USA Swimming. The number of marshals necessary at each session is dependent upon which meet, which session, pool configuration, extent of roping and stanchions and whether or not TV is present. It is far better to have extra marshals than not enough. The head marshal should be a responsible, calm adult. Crowd control in the form of stanchions and ropes and/or marshals will be required during warm up and during the meet itself in the areas listed below.
    - (a) Along both sides of the pool, away from the TV cameras.
    - (b) At both ends of the pool. The starting end must especially be kept clear.
    - (c) At the starter/referee area, particularly during starts and finishes. Two marshals should be stationed here.
    - (d) Two marshals need to assist with the awards ceremonies during finals.
    - (e) It is recommended that marshals wear a distinctive outfit so they can be found and to help give them authority. The head marshal should meet with the meet referee and meet director before the first session to decide on number and placement of marshals.
3. Medical and Drug Testing Committee
  - a. Medical
    - (1) The meet host must provide a meet physician who will be on call for the duration of the competition. Regular hours should also be established at the meet site. Make sure the meet physician has a list of USOC banned substances.
    - (2) A staffed first aid station should be provided in a space readily accessible to participants and spectators.
    - (3) Dedicated space should be available for teams to use for massage therapy and treatment away from high traffic areas for safety.
    - (4) The meet host should establish contact with a local hospital for use in case of an emergency.
    - (5) Have fluid replacement drinks available.
    - (6) Ensure that all coolers and containers on deck are taped closed to prevent tampering.
  - b. Drug Testing
    - (1) Drug testing will take place at selected championships. This will normally include random testing of athletes in finals.

- (2) A room in close proximity to the competition with private toilets. This room and toilet must be secured and dedicated for the use of the drug program alone.
- (3) The room should be secluded from the rest of the meet and have a refrigerator and tables and chairs.
- (4) A sufficient number of volunteers per night should be provided to serve as escorts for each swimmer selected for drug testing. They will be required to accompany the athlete until a urine sample is provided. It is recommended that escorts be at least 18 years old due to the importance of the program.
- (5) As described in the meet host contract all fluid replacements must be provided by the host. These fluids must be single servings that are individually sealed No water coolers or open containers. Four drinks per athlete should be anticipated. These fluids should be located in the drug testing area and a small selection in the awards ready area and interview area.

#### 4. Marketing, Publicity and Media Committee

##### a. Sponsors

- (1) Develop a sponsorship opportunity package and distribute to potential sponsors at least one year prior to the meet. Take caution that your package adheres to all USA Swimming contract requirements. USA Swimming must see this proposal before it is released.
- (2) Sponsorship packages can include opportunities for promotions, logo placement on tickets, advertising in the program book, approved signage, tickets for dignitaries, awards presentations, announcer mentions, product sampling, individual events and hospitality.

##### b. Event publications

- (1) A program book is a good revenue-generating vehicle. Sell advertising alone or in conjunction with a sponsorship package.  
Psych, Heat and Finals sheets are also publications that can carry advertising and sponsor identification. Please remember to allow room for USA Swimming sponsor logos on the bottom of each page.

##### c. Tickets

- (1) Establish a price for daily admission and weeklong all-sessions passes. Decide where and when tickets will be for sale.
- (2) Develop a plan of ticket advertising (flyers and newspaper ads) and promotion. For example, a local radio station may promote the meet on air by giving away tickets to callers.
- (3) Consider inviting grade school classes to attend free of charge on "slow" days to fill the stands and as a possible recruiting tool. You may also want to offer free admission to any USA Swimming member on these days.
- (4) Reserve certain seats for dignitaries.
- (5) Plan to print tickets, with meet logo and local sponsor logos at least one month before the event.
- (6) Maintain ticket sales information for finance committee and for required USA Swimming Championships meet recap.
- (7) Set aside tickets in the dignitary area for USA Swimming Life and Sustaining members and USA Swimming national sponsors, especially at Phillips 66 National Swimming Championships and U.S. Open. You will receive a list of Life and Sustaining Members from USA Swimming prior to the meet.

##### d. Athlete, Coach and Official Packet (Goodie Bag)

- (1) Gather information from the Chamber of Commerce or local visitors' bureau. Coupons from area restaurants and attractions and maps of the area are always greatly appreciated. Also include lists of area restaurants in coaches' goodie bags.
- (2) Packet contributions can be solicited from area businesses. Be sure to get approval from USA Swimming, as there are some restrictions on what goes in these packets.
- (3) Set a deadline for receipt of all items to coincide with goodie bag-stuffing day.
- (4) Schedule people to help registration in handing out packets and goodie bags.
- (5) Coaches' packets should include a map of the facility showing the clerk of course, scratch box, administrative referee, athlete's rub down area, medical facilities, results, announcer, ready room and awards staging area. Also include warm-up schedule, psych sheets and time line. It is not necessary to place a team entry summary in this packet, although it is helpful.

##### e. Media

- (1) Find out if a media room will be appropriate for your meet. Review the media room requirements covered in the contract and this manual if you will be using a media room.
  - (2) Pre-arrange coverage with your local paper. Make the writer's job as easy as possible! Get quotes from event winners, have a successful coach available for an interview, look for things that make a good human-interest story (a swimmer overcoming illness or an injury).
  - (3) Arrange photo opportunities for the local paper.
  - (4) If possible, assign two people to be in charge of local media. They should fax or e-mail finals results to local papers and media outlets. Most will prefer e-mailed results. Consult with local media outlets prior to the meet to determine the best way to get them results.
- f. After the Meet
- (1) Write thank you notes to those reporters who came.
  - (2) Send any good ideas to USA Swimming so we can help the next meet publicity person.
5. Finance Committee
- a. Establish guidelines for all financial procedures and give them to the committees very early in the meet planning stage.
  - b. Establish a budget. Inform the committees of procedures for purchasing and paying for all necessary items.
  - c. Obtain permission from the local city government to sell concessions. Many times sales tax needs to be assessed. Check your sales tax exemption status.
  - d. Obtain receipts and expenditure reports from all committees.
  - e. Continue to compile reports and prepare a final financial report and recap sheet. Expenditures of a capital nature (e.g. lighting systems and videotape projects, etc.), which will benefit the meet host over a period of time, should not be expensed directly to the meet. A more appropriate accounting would be to provide footnote disclosure or possibly to show a reasonable depreciation expense. If the meet host does not retain title to the capital items, strong consideration should be given to renting the equipment. Hosts are required to send a financial report form to USA Swimming National Headquarters within 90 days after conclusion of the meet.
  - f. Have checks available at the meet site for such things as refunding money, buying supplies, etc. Obtain change for concession and program stands.
  - g. Contact all committees to ensure that bills are submitted.
  - h. Establish a method for reimbursing committee members for expenses.
  - i. Provide receipt books for use during the meet.
6. Volunteers and Runners Committee
- a. It is important to have a committee designated to coordinate the assignment of volunteers. This committee should work closely with all other committees to determine their volunteer needs.
  - b. Create a master volunteer schedule. Members of this committee should be responsible for staffing the volunteer check-in area to ensure all volunteers are reporting for duty.
  - c. Runners. As many as five to ten runners are needed for each session. An adult head runner should also be assigned to each session. These people will post and deliver results around the site, pick up time cards after each heat or event from the lane recorders and deliver them to the timing judge and deliver results to the announcer to be read and to the awards coordinator during finals. The head runner should report to the timing judge before each session for instructions.
7. Ceremonies and Awards Committee
- a. General arrangements:
    - (1) Design the flow of all ceremonies.
    - (2) Determine the location of the awards stand, finalists ready room and the awards staging area.
    - (3) Rehearse everyone's duties.
    - (4) Arrange for attending dignitary briefing, escorts, introductions, gifts and hospitality.
    - (5) Consult with Meet Referee and/or USA Swimming contact regarding procedures.
  - b. Opening ceremonies:
    - (1) Arrange for the opening ceremonies of each finals session, including the national anthem and Color Guard. It is appropriate, but not necessary, to have a dignitary (mayor, sponsor, etc.) briefly address the spectators and athletes.
  - c. Finalists' parade:

- (1) Arrange for finalists parade music. CAUTION: The American Society of Composers, Authors and Publishers are now closely monitoring the use of copyright music at meetings and events. Copyrighted music is subject to licensing fees. It's in your best interest to use original or public domain music throughout the event or arrange for a disc jockey to provide music.
  - (2) Appoint eight people to place empty baskets for athletes' clothing at the start end of the pool before the athletes are paraded to the blocks. After the swimmers have started the race. The full baskets are to be removed and taken to the awards staging area. A total of 32 baskets will likely be needed depending on the finals schedule. Make sure athletes' clothing is closely monitored and handled properly.
  - (3) Secure six finalists' escorts, usually members of a local swim club. It is customary to have an event sign carried by the first escort with another leading the parade and one following.
  - (4) All assistants need to understand the importance of privacy for the athletes in the ready room prior to the parade of athletes. For example, no autographs, no talking to or touching of the athletes. Provide a place for the basket carriers and assistants to sit and watch the meet if possible. They must be available when needed and they often get bored with their job very easily. If they are not seated they tend to get in the way or wander away. Make sure when recruiting these volunteers that they know exactly what they are going to be doing and what kind of behavior is expected. Assistants that make a commitment to the entire meet work best. Try not to rotate positions and volunteers as it takes a lot of time to re-train.
- d. Award ceremonies:
- (1) Arrange for presenters for events. Keep in mind that some of the presenters will not show. Assigned officials can be used as the backup presenters. Be sure the meet referee and announcer know this backup plan. Alternative plans must be in place and well communicated to the head referee and the announcer. A script should be written out in its entirety and include the name of the presenter and a brief biography.
  - (2) Two or more marshals will be needed on the busy deck to stop traffic flow for the parade to the awards stand.
  - (3) Arrange for digital photos to be taken of the award winners. This disk should be given to the USA Swimming media representative for future use. The photographer should be prepared to take the individual shots immediately following the award ceremony in a location convenient to the athlete. A mirror, brush and comb should be made available to the winner and the photograph should be set against an attractive, dark-colored backdrop.
  - (4) The award stand should accommodate eight places (three places for U.S. Open). Depending on the preference of the Meet Director and Meet host, it should be set up to present either 1 through 8 consecutively or in a staggered stand and presentation. It is also suggested that, if possible, the award ready room be located in close proximity to the awards stand.
  - (5) The meet referee and USA Swimming National Events Director will determine the awards sequence and timeline. Typically, during National Championships, four events are swum followed by the awards for all four of these events. The meet referee may modify timing of award ceremonies for distance events, relays and special awards. At the U.S. Open, as in most international meets, the top 3 finishers are given their awards immediately after the bonus final heat of the next event. However, to create interest in the Championship Finals, all the Championship Finals heats may be run together. The bonus and consolation finals may be run in an earlier part of the finals.
  - (6) Up to four adults should be available to work in the awards area each night.
    - (a) One person will prepare the medals and flowers for presentation, as well as be in charge of the younger people who will serve as award couriers and basket carriers.
    - (b) One person will be responsible for making sure that presenters of the awards are in the awards area 10 to 15 minutes or one event prior to their presentation they will be presenting. A review of the responsibilities should be covered at this time.
    - (c) Two people should check in all athletes as they arrive in the awards area and cue the announcer and music for awards ceremony. At the Phillips 66 National Swimming Championships one of these will be a national representative.
    - (d) At some meets, a representative of USA Swimming's Awards Committee may be present to assist with the awards presentations. The meet director will be contacted as to whether or not this person will be in attendance.
  - (7) During the awards ceremony:

- (a) The awards chair (adult with headset) is needed to coordinate these very important activities. This person is responsible for making sure all the awards and flowers are properly arranged on the trays for each night's events.
  - (b) Make sure that the escort person has been in contact with each presenter at the meet and knows where (s)he is seated or standing and has made prior arrangements for escorting them to the award staging area. Make arrangement with the escort person to have the presenters in the award staging area 10-15 minutes prior to the time of their presentation (as shown by the evening's timeline).
  - (c) Have two felt-lined trays for medals and two trays or baskets for flowers. Have the awards ready for the presenter on the tray in the order of presentation. It is also helpful to tape the place numbers on the tray to help the presenter know immediately which medal to present. Describe the staging area and awards procedures to each presenter. Be prepared to assist the presenter as needed.
  - (d) Instruct all presenters to put the ribbon around the finalist's neck, shake their hand, congratulate them and hand flowers to the top three. Relay awards should be handed to the athletes.
  - (e) Have four escorts for the award ceremony. One will lead the parade of athletes to the stand, one will carry the medals, and one the flowers and one will follow at the end with the medal cases. The last escort will remain at the side of the staging area and, as the athletes exit the award area, give each one a medal case. All escorts must be able to "coach" the presenter, making sure that (s)he makes no mistakes when picking up medals, etc. Distance and relay event winners may have to be called to the award ready area by the announcer because these are timed final events and some of the top eight may come from earlier heats.
- (8) Following the meet:
- (a) In case of ties present one medal to both athletes, a replacement will be sent by USA Swimming. Submit a report to USA Swimming on all extra medals and duplicates needed with the name and address of the athlete that did not receive the award.
  - (b) Return any extra medals to USA Swimming.
  - (c) Make arrangements to mail any unclaimed medals.
  - (d) Write "Thank you" notes to all presenters.
8. Credentials and Registration Committee
- a. This committee should review specific procedures located in the meet operations section.
  - b. Prepare the registration packets for athletes, coaches and officials.
  - c. Ahead of time, prepare credentials for athletes, coaches, national officials, local officials, volunteer workers, sponsors, award presenters, etc. with the individual's names on the credentials. Typical categories for credentials are:
    - (1) Athlete
    - (2) Drug Testing
    - (3) Coach
    - (4) Team Support
    - (5) VIP
    - (6) Official
    - (7) TV (if television is at your event)
    - (8) Event Staff
    - (9) Photographer
    - (10) Media
  - d. During registration, collect any monies that are due. Have each coach supply their local hotel contact information in case they need to be reached during the event. Distribute credentials, packets and any other information that goes to coaches and swimmers. Have coaches sign for credentials and packets. It is not necessary to place a team entry summary in the coaches' packets, although it is helpful.
  - e. Designate a person to check-in the officials and have the location clearly marked.
  - f. Supply credentials to sponsors and dignitaries who attend the meet. Have a clearly marked "VIP Credentials" sign at registration. VIP status should also allow the person into the hospitality area.
  - g. Post a sign up sheet for final results. Supply large envelopes (10" x 13") for people to address to themselves for results.

- h. A copy of the psych sheet should be posted for coaches to see when they register.
  - i. Provide a psych sheet for each team, the media, officials and sponsors. Make an additional 50 or more copies to sell.
  - j. Make a list of participating clubs with club codes, club name, coach's name, address, telephone number, number of swimmers and swimmers' names.
  - k. Keep a chart of coaches with the number of sessions after their names and how many heat (final) sheets they are entitled to - one for every deck pass. You may need two or three people to hand out heat sheets during the rush hour before preliminaries and finals.
  - l. Teams are only entitled to the \$10 price for spectator passes based on the swimmer formula.
  - m. Charge for extra or lost credentials (usually \$10).
  - n. Stay open late the two nights prior to first day of the meet and include lunch breaks in the published schedule.
  - o. Devise a different color code for swimmers, deck access and temporary credentials.
  - p. Locate the scratch box at the registration area with supervision from the Administrative Referee until the general meeting, then move it to the clerk of course.
  - q. Someone must be on duty all hours that were published in the meet information book.
  - r. Make a copy of each of the credentials on one or two pages and post at key entrance points around your facility for security purposes.
  - s. Do not refuse anyone entry into the meet without checking with the meet director and referee first. Ask the party for their patience while you determine the status of the request. Then follow up with the request. This is usually a coach's first impression of a meet. Be courteous and polite when handling all requests.
9. Time Trials Committee
- a. The meet host is responsible for the administration, organization and conduct of time trials. It will be necessary to obtain a separate sanction from your LSC for time trials, it is considered a separate meet from the championship. Prior planning and follow through are essential to the success of this important activity. Coaches, athletes and officials appreciate well-planned and well-executed time trials.
  - b. Pre-meet Administration - You will need to secure your own computer operator to enter time-trials entries. Prepare a time trials handout for inclusion in the coaches packet, specifying:
    - (1) The order of events for each day of the meet (206.6.3).
    - (2) When time trials will begin after the conclusion of prelims (allow sufficient time for officials to eat, etc., usually 30-45 minutes).
    - (3) The location of time trial sign-ups.
    - (4) The hours during which time trial sign-ups will be accepted. As a courtesy to swimmers who do not want to make a decision about time trials until after they have completed their preliminary individual events, you can allow an extension of the sign-up deadline.
  - c. General Meeting - The Meet Director, Meet Referee or designee should cover time trials procedures at the General Meeting.
    - (1) Review the schedule included in the coaches packet and, after consulting with the referee, announce a "best guess" estimate of the amount of time that will be available for time trials each day.
    - (2) Identify the location where time trials results will be posted.
  - d. Officials - Decisions regarding the officiating staff for time trials should be discussed with the Meet Referee well in advance of the event.
    - (1) Some referees will prefer that the host name a qualified person to serve as the Time Trials Referee. At the minimum, a person should be designated as the Time Trials Coordinator. This person should not have other officiating responsibilities at the meet except perhaps to fill in as needed during finals as a deck official.
    - (2) Encourage your local officials to help with time trials, with volunteers from the out-of-town officials filling in as needed. An observation program for starters is in place and starters for time trials are supplied through this program and assigned by the head starter at the meet.
  - e. During the Meet
    - (1) Be sure the sign-up desk is staffed by a minimum of two people during the hours specified, allowing for late sign-ups. Most hosts use the familiar pink and blue entry cards for this process. If you prefer, develop a form that suits your needs. One option is to use a different color entry card for each day of the meet.

- (2) Have change available, as most swimmers will pay in cash. For USA Swimming Championships, time trial fees are the same as those for the meet.
  - (3) When all entries are in, print a heat sheet; posting one or more copies in the starting area and making additional copies available to coaches, officials, announcer, electronic timing and scoreboard operator, if applicable.
  - (4) If the time trials session is particularly lengthy or the time available is limited, consider combining events, especially those 200 y/m and over. When combining events, be sure that swimmers/coaches are notified in a timely manner so they can plan their warm-up accordingly.
  - (5) Post time trial results promptly in a marked, convenient and accessible location.
  - f. A local announcer should be assigned for time trials.
  - g. After the Meet - Include time trial results in your final results packet in the same order as specified for the meet results.
10. Printing Committee
- a. Printing is one of the biggest jobs at any meet. If you do not have the ability to do high volume printing at the facility, this committee should work to obtain the proper equipment or make arrangements with a printing house to provide printing after each session. All originals will come from USA Swimming.
  - d. Types of printing required:
    - (1) Psych Sheets
      - (a) There must be a minimum of one set of psych sheets available to each coach. Individual, unattached swimmers are each entitled to a set of psych sheets unless they are a part of a team.
      - (b) There must be one set for each "assigned official" attending, a minimum of two sets for the NTV representative and two for the registration representative. Your media liaison will indicate how many should be prepared for the media and sponsors. Psych Sheets should be ready for distribution when registration begins.
    - (2) Heat Sheets
      - (a) Each registered coach is entitled to one set of heat sheets each day. Coaches should pay for any additional sets. The same applies to final sheets.
      - (b) The morning heat sheets should be available by 6:00 a.m. each day. A separate packet of results should also be made available.
      - (c) The top sheet of the heat sheets for the day should have the timeline for the events for that day (including heat times for distance events). The meet referee will have the timeline for you prior to the end of finals the night before.
      - (d) An adequate number of heat sheets should be made for each lane, each assigned official, media and sponsors. The additional amount needed to place on sale and for other workers is up to the local meet management.
      - (e) Minimum requirements for heat sheets are as follows:
        - i. First Session - Timeline and heat seedings only.
        - ii. First Final Session - Timeline for that finals session, seeding for bonus, consolation and final heats and results of the preliminary heats from the first session.
        - iii. Heat sheets for the successive days preliminary sessions need to have a timeline for that day's preliminary and finals sessions, results of the finals from the evening before and that session's heat seedings
        - iv. Final sheets for the successive days need to have results of the preliminaries from that day, the session's heat seeds, a timeline for that session and the following morning's preliminaries.
        - v. Team scoring to-date for men, women and combined for 10 places. At the ConocoPhillips National Swimming Championships, combined teams for 25 places and 18 & under combined teams to 10 places should be included.
        - vi. Time line for the following session.
      - (f) If possible, print on both sides of heat sheet and final sheets. The host may package the results separately from Items ii, iii and iv above. Heat and final sheets must be available at least two hours prior to each session.

- c. Send by first class mail to every coach and swimmer-representative who has signed a championships entry form a copy of the final results and time trials in print

## II. Meet Operations

### A. Entry Procedures

1. The USA Swimming national office will process all athlete entries for National Championships and U.S. Open meets. Meet directors will not need to provide a computer operator to enter athletes or events.
2. Once all entries are received and processed by USA Swimming, a list of all entrants will be sent to the meet director for use in making credentials, compiling team packets, etc. There are several formats this list can be sent in. Coordinate which formats you would like with the National Events Director prior to the entry deadline.
3. The changes in entries, scratches and all other computerized meet management issues will be handled by a USA Swimming representative prior to and during the meet.
4. National Times Verification (NTV) Procedures: Formerly known as OVC, this process will now be handled by the USA Swimming. Please see the meet operations section for specific requirements for the NTV table in the registration area.

### B. Registration and Credentials

1. USA Swimming Rules and Regulations require that ALL athletes, clubs, coaches and officials must be members of USA Swimming, Inc. It is the responsibility of the athlete to be registered prior to participation in any USA Swimming sanctioned swim meet. The only proof of membership that is acceptable for an athlete is:
  - a. Signed membership verification form by the Registration Chair of their LSC.
  - b. Current athlete membership card.
  - c. Telephone call received from the Registration Chair of their LSC or from USA Swimming. Record the date and name of the person who gave you the approval.
  - d. If certification cannot be provided for an athlete through one of the ways listed above, the athlete must join USA Swimming and pay the required USA Swimming and the LSC fee. Never deny the athlete the right to participate unless (s)he refuses to join USA Swimming.
2. All participating clubs must hold current membership in USA Swimming. The club name should appear on the printout list that is sent to the meet director. If the club is not on the list, be sure to verify that the club is not listed under a different name. For instance the YMCA of Thomasville may also be known as the Thomasville Swim Team. If the club is not a member you may allow the swimmers to swim unattached but no relays are allowed to swim unattached. The only proof of membership that is acceptable for a club is:
  - a. Signature of the LSC Registration chair on the membership verification form.
  - b. Telephone call from the Registration or Membership chair of their LSC or the national office. Record in the three ring binder the date and the name of the person you spoke with.
  - c. Listed on the club printout from the national office.
3. All coaches must be current coach members of USA Swimming before they can receive their deck credentials. The only proof of membership that is acceptable for a coach is:
  - a. Current coach membership card.
  - b. Signature of the LSC Registration chair on the membership verification form.
  - c. Telephone call from the Registration or Membership Chair of their LSC or the national office. Record on the team roster the date and name of person you spoke with.
  - d. Listed on the printout from the USA Swimming national office.
  - e. The following items must be supplied at the registration desk in the event a coach wishes to join USA Swimming and receive his/her coach membership card:
    - (1) A completed application form.
    - (2) Proof of current certification for CPR, First Aid and Safety Training for Swim Coaches.
    - (3) Payment of the appropriate USA Swimming fee and LSC fee.
  - f. A coach may register as a non-athlete member ("Other"), but may not receive a coach membership card unless (s)he can show proof of training in CPR, First Aid and Safety Training for Swim Coaches. Make copies of the cards (both sides) to forward to the LSC Membership Chair.
4. Non-Athlete Membership. All officials and others that receive credentials must be non-athlete members of USA Swimming at a sanctioned event. All deck officials, including lane timers must be members of



USA Swimming. Back room workers (duplicating machine operators), timers for Time Trials, the kids serving drinks to officials and other support personnel need not be required to join USA Swimming.

- a. The only proof of membership that is acceptable for a non-athlete membership is:
  - (1) Current non-athlete membership card.
  - (2) Listed on the printout from the national office.
  - (3) Telephone call from the Registration/Membership Chair of their LSC or the national office.  
Record in the three ring binder the date and name of person you spoke with.
- b. A non-athlete may join USA Swimming by:
  - (1) Completing an application form.
  - (2) Paying the appropriate USA Swimming fee and LSC fee.
- c. It is impossible to deny non-athlete membership to an individual solely on the grounds that (s)he does not fulfill the coaches' safety curriculum. However, non-coach members may not participate as coaches in the meet.
- d. In the event a duplicate membership application exists, payment will be refunded.

#### C. Registration Desk Procedures

1. Prepare "Team Check-In Envelopes/Files" which shall contain the following from USA Swimming:
  - a. Original Entry Forms
  - b. Signed Waiver Forms
  - c. Checklist on or affixed to the envelope, which includes:
    - (1) Club Name
    - (2) Verification that Registration is complete including Coach's signature
    - (3) Verification that Athletes Waivers are complete
    - (4) Deck and spectator pass requests checked
    - (5) Individual and Relay Entry times checked and marked
    - (6) Copies of Relay Entry Forms for NTV desk
    - (7) All fees paid
    - (10) Space for credential scratches and holds
    - (11) Coach's signature line
  - d. Warm-up Procedures
  - e. Psych Sheet
  - f. Team Entry Summary
  - g. Meet Roster
2. The USA Swimming Registration Representative will require a computer equipped with a CD-ROM drive and internet access at the registration desk.
3. The registration desk should be placed first in line. All teams, coaches and swimmers must be cleared at this desk before picking up any other items. The officials' sign-in should be located at or near the registration desk for added convenience.
4. Meet Personnel should continue to check for incoming mail or faxes of Membership Verification Forms and deliver them to the National Registration Representative. NTV's received shall be delivered to the National NTV Representative.
5. Upon the athlete/coach arrival at the meet, their registration, if not previously cleared, must be checked individually by the USA Swimming representative by means of their current athlete membership card, phone call to their LSC registration chair for verification or phone call to USA Swimming Headquarters to verify registration. If registration cannot be provided for an athlete through one of these three ways the athlete must pay the required fee for his/her membership and join at the meet in order to participate. Never deny the athlete the right to compete unless (s)he refuses to register.
6. The host should expect the peak registration times to occur on the two days prior to the first day of the meet. If possible, the host should consider expanding the schedule to open earlier or close later on those peak days. Remember to include lunch breaks and/or hospitality for people staffing this area.

#### D. Credentials Desk Procedures

1. Credentials for swimmers who have entered the meet but are not attending must be marked "scratched," signed by the coach and placed in the scratch box to be used as notification to the Administrative Referee.
2. Swimmers that arrive without a coach may receive their credential and goodie bag upon membership verification.

3. Another club coach may pick up the club packet for another USA Swimming coach if they agree to assume responsibility by signing for it.
  4. The Officials' check-in area may be adjacent to the Credentials' Desk. The host shall issue credentials for all deck officials (including lane timers) upon verification of membership by the Registration Representative.
  5. Receipts may be requested for payment of fees, so you may wish to have a receipt book at the desk.
  6. All participants must be cleared at the credentials desk prior to proceeding to the next area.
  7. The host club shall resolve problems involving fees and waivers, refer the coach to the NTV desk, if appropriate, and shall exchange the Club packet and goodie bags for the coach's signature on the Check-in Envelope/File.
- E. Media and Press Operations
1. Please refer to the contract for specific media room power and equipment requirements for the ConcoPhillips National Championships and U.S. Open events.
  2. The pressroom should be locked after all reporters have departed for the day. It should open no later than one hour before preliminaries.
  3. Light snacks and drinks should be available in the media room and credentialed reporters should have access to meet hospitality.
  4. Have 10-15 copies of team rosters and psych sheets available in the media room prior to the meet.
  5. A minimum of 25 heat sheets and 25 final sheets should be available in the media room two hours prior to each session.
  6. Results must be delivered to the media operations center immediately after each race. Especially in the evening finals, speed is extremely important. Volunteer "runners" should be made available to USA Swimming Communications expressly for this purpose.
  7. A small staff of local personnel that understand media operations is desirable in the media room. Prior to the meet, these individuals will be in contact with the local media to help with meet publicity. Once the meet starts, these individuals will continue to work with the local media, will ensure that there are plenty of results available and that originals of documents are filed, and will be charged with answering phone inquiries and sending faxes.
  8. You may need to provide an interview area at your meet. This area should be convenient to the media operations room but in a separate location. Athletes are normally taken to the interview area immediately following the awards ceremony for their event (unless they are involved in a relay). Normally the interview is held during the "C" or "B" final of the next event or during an awards ceremony.
  9. Media photographers should be given as much leeway as possible to get their jobs done. The only area of the pool in which photographers should be limited is behind the starting blocks. Each host should endeavor to make the pool area as brightly lit as possible. It is recommended that a professional photographer take a meter reading on the pool deck to determine the level of light that is available. (A minimum level would be: ASA 800/f2.8/500) The light should be balanced for daylight film (5000? Kelvin). A minimum of 100-foot candles is required over the entire course (see USA Swimming Rule 103.9). The pool should be evenly lit so that the exposures are the same on the ends of the pool as they are in the middle of the pool. The host should contract a professional photographer to take each winner's portrait.
  10. Credentials for media should be coded so that meet marshals and security personnel know what each credential means. Be prepared to have three types of media credentials:
    - a. TV
    - b. Press
    - c. Photographer
  11. You must provide stacks of results after each event. A pigeonhole mailbox system for filing results is a good alternative to stacks. This can help prevent confusion and keep paper mess to a minimum. Another alternative is to use hanging file folders in specially designed crates.
  12. At some meets there should be an area marked off, on the pool deck preferably, where both the athletes and accredited reporters have access. Ideally, this area should be: 1) an area where swimmers must go through (i.e. near the warm down pool); and 2) close to the media workroom and media seating. This area is for reporters to get quick or "flash" quotes from swimmers or conduct an interview with a swimmer or coach who is not being brought to the media room for interviews. A USA Swimming Communications representative will contact you if it is necessary to provide this area.

13. At some events it will be necessary for you to provide a seating area for media representatives, often called "Press Row." A USA Swimming Communications representative will contact you if it is necessary to provide this area.
    - a. There should be deck or bleacher seating with tables on a raised platform near the starting end for media. Deck space allocation should allow for a press row either opposite or behind and above the TV track. At no time should the TV camera block the view of the meet from media. Power here is a plus.
    - b. The media area must be kept clear of coaches, swimmers and other unauthorized personnel during prelims and finals. It will be necessary to provide marshals for this area. Writers go back and forth to their seats and the seats must remain secure in their absence. Marshals should also know who the media photographers and TV crews are and be able to help those individuals whenever possible.
    - c. Official results of each race and quotes from winners should be given to each media person on press row.
  14. Other
    - a. Credentialed media personnel should get a parking pass (if necessary) for the pool. If parking is a problem, an area of the parking lot should be reserved for the media.
    - b. 50-100 extra credentials should be available in the media operations room for late arrivals.
- F. Warm-up Procedures
1. During warm-ups, two or more marshals will be required at each end of the pool to enforce the controlled warm-up schedule. Warm-up procedures should be placed in each coach's packet and posted several places around the pool deck. The meet referee and meet management should develop the specific warm-up schedule and it should include the following:
    - a. Pre-Meet Warm-up Period
      - (1) Control/Supervise - key words for safe warm-ups.
      - (2) Marshals should be actively supervising the warm-up to ensure that proper procedures are followed
    - b. General Warm-up Period
      - (1) Held from 2 hours to 1 hour prior to each session.
      - (2) The specifics for this warm-up period will be determined by the Meet Referee or National Events Director. A typical general warm-up session may work as follows:
        - (a) There shall be no racing starts or diving off the blocks or off the edge of the pool at this time.
        - (b) Lane 1 - Pace Lane; push off only. Circle swimming only. No racing starts or diving. During short course competition, all swims must begin at the starting end.
        - (c) Lane 2 - Sprint Lane (from 120-90 minutes out); Racing starts from blocks, swim one length only. At 90 minutes prior to each session, this lane becomes: (SC) general warm-up or (LC) a pace lane
        - (d) Lane 3-8 - General; Circle swimming only. No racing starts or diving.
    - c. Specific Warm-up Period:
      - (1) Held from 1 hour prior to each session until 10 minutes prior to preliminaries or 15 minutes prior to finals.
      - (2) Only athletes participating in that particular session will be allowed in the pool during this warm-up period.
      - (3) Meet Referee will establish guidelines for lane assignments during this period.
    - d. Important points for specific warm-up period
      - (1) No racing starts or diving in lanes other than those designated for diving. The blocks could be marked with a cone or sign to remind swimmers that they should not dive.
      - (2) Coaches should stand at starting end of pool when verbally starting swimmers on sprint or pace work.
      - (3) Coaches should remind swimmers that breaststrokers need more lead-time than athletes swimming other strokes do.
      - (4) Backstrokers should be reminded of the danger of leaving simultaneously with someone on the block. No one should be allowed on the starting block until the backstroker has executed his/her start.
    - e. Additional Considerations
      - (1) The announcer should announce lane changes and/or warm-up changes as per general and specific. The announcer can provide reminders of the procedures.

- (2) Coaches should maintain as much contact with their swimmers as possible - verbal and visual - throughout the warm-up period.
  - (3) Remind the coaches that the responsibility for supervision of their swimmer(s) is the same at the meet as when on deck at practice.
  - (4) Marshals have authority through the meet director and meet referee over the warm-up. A swimmer and/or coach may be removed from the deck for interfering with this authority.
  - (5) One pace and one sprint lane shall be designated in the warm-up pool during the duration of the competition heats.
  - (6) From 60 minutes prior to each preliminary, timed-final or final session, until the completion of that session, only participants in that session may use the competition or warm-up pools. During all other times all pools shall be available for all competitors.
  - (7) For Time Trials, at least one pace and one sprint lane shall be designated in each pool during warm-up periods for time trials. Additional lanes may be designated, as needed, by the referee.
- f. These are GUIDELINES. Discretion and common sense must be used when establishing procedures. The procedures must fit the type of meet and circumstances, as well as the number of swimmers, lanes and time available. At the discretion of the referee, this schedule may be modified on an "as needed" basis.

#### G. General Meeting

1. The general meeting is held the day before a meet that begins in the morning or the morning of a meet that begins in the afternoon. Every swimmer entered in the meet must be present or represented. The swimmers do not normally attend but are represented by their coaches and team managers. Most of the assigned officials and local meet management usually attend.
2. A site close to the pool with seating for up to 400 people is best. The room should be equipped with a microphone, lectern and chairs for three to four people in front of the audience.
3. The scratch box should be available at the general meeting and will close for the first session 15 minutes following the meeting.
4. The assigned officials and meet management will meet prior to the general meeting to discuss the following:
  - a. Agenda for the general meeting.
  - b. Identification of changes from "norm" at this meet and statement of policy on the change
  - c. Identification of possible controversial issues and statement of policy on the issue
  - d. Discuss any problems that have arisen since registration has opened
  - e. Prepare answers to any obvious questions and determine who will answer them.
5. The Vice President for Program Operations will chair the meeting.
  - a. Agenda
    - (1) Vice President for Program Operations presentation:
      - (a) Welcome and opening remarks
      - (b) Announce registration and technical meet juries
    - (2) Meet Referee presentation:
      - (a) Introduce assigned officials
      - (b) Starting/Recall procedure
      - (c) Warm-up information
      - (d) Disqualification procedure
      - (e) Stroke and turn judge, chief judge and referee
        - i. Position
        - ii. Jurisdiction
        - iii. Rule interpretation
      - (f) Scratch procedure
      - (g) Ready room/Finalist parade procedure
    - (3) Meet Director presentation:
      - (a) Pool regulations
      - (b) Parking
      - (c) General regulations
      - (d) Staff introductions
      - (e) Medical facilities/Staff
      - (f) Time trials
      - (g) Media regulations

- (h) Television coverage (if applicable)
    - (4) National Events Director presentation:
      - (a) Staff introductions
      - (b) Logistics
    - (5) Closing remarks
  - 6. Avoid extraneous topics and carefully prioritize the agenda to ensure that everyone is present when the important topics are discussed. Questions should be handled as they arise. Plan to keep this meeting under one hour.
- H. Scratch Procedure
  - 1. The scratch box should be available at the registration area during open hours of registration until the time of the general meeting when it is moved to that location. Credentials for entered swimmers not coming to the meet may be signed by the coach and placed in the scratch box. The Administrative Referee will process these as scratches.
  - 2. After the general meeting, the scratch box should be located at the clerk of the course. For the preliminaries, it will be available from one to one-half hours prior to each session until the end of that session.
  - 3. All scratches from preliminaries must be made on the two-part form provided and must be completed prior to the scratch deadline for each day's events. When the form is filled out completely, the clerk of course who will deposit the original in the box and give the duplicate to the person making the scratch initials it.
  - 4. Persons wishing to scratch from the finals session must do so with the Administrative Referee only, prior to the deadline as stated by the announcer.
- I. Assigned Officials
  - 1. The referees, starters and chief judges will be assigned well in advance of the meet date. The USA Swimming National Officials Chair will handle this. The Chief Judges prior to each session will make all other deck position assignments.
    - a. Referees. There will normally be four or five referees assigned to each meet.
      - (1) One Meet Referee, who will have total responsibility and authority for the entire meet conduct;
      - (2) One Administrative Referee who will have jurisdiction and authority over all administrative areas, i.e., registration, clerk of the course, recording, scoring, etc. (an assistant administrative referee may also be assigned);
      - (3) Two or three assistant referees who will have jurisdiction and authority over the physical swimming competition.
    - b. Starters. There may be three or more starters assigned to specific events by the Meet Referee.
    - c. Chief Judges. There will normally be five chief judges assigned. During the competition the chief judges are responsible for supervising the stroke and turn officials and handling infraction reports.
      - (1) One Chief Judge will serve as the team leader and will be responsible for preparation of the deck officials' assignments.
      - (2) The other four chief judges will report to the team leader and will assist in assigning and supervising officials and in handling infractions.
    - d. Stroke/Turn Judges. Will be assigned by the Chief Judges prior to each session.
    - e. Time Trial Officials - Each host is required to provide a minimum of 16 experienced timers to serve as timers/recorders for each session of time trials conducted during the meet. A possible exception would be for the first day of a modified four-day program (800m/1000yd. free) where the regularly assigned officials may remain in place for those time trials. Attire shall conform to current uniform for USA Swimming Championships (white shirt/blue bottoms). The Meet Host shall consult with the Meet Referee in advance regarding specific details for this requirement. Refer to Section 14 for additional time trial information.
    - f. Announcers. The USA Swimming National Events Director will assign an announcer for the Phillips 66 National Swimming Championships and Trials Class meets. USA Swimming will arrange for payment of the announcer's travel and lodging.
- J. Clerk of course
  - 1. The clerk of course must be present at their post one and a half hours prior to the start of each session until the end of the session.
  - 2. The clerk of course has two primary duties: Custodian of the scratch box and control of the distance/relay event check-ins.
    - a. Scratch Box

- (1) The scratch box must be attended at all times. The box must be locked and the key must be in the possession of the Administrative Referee. If the clerk of course or the attendant assigned must leave the area for a time, (s)he must leave the scratch box under secured conditions.
  - (2) Only scratches from preliminaries are placed in the scratch box. Those wishing to scratch from finals must do so directly with the administrative referee.
  - (3) When the scratch form is properly filled out, the clerk of the course on duty shall initial it and place the original in the scratch box and give the duplicate to the person making the scratch. Be sure that the authenticating initials have been recorded on the duplicate copy.
  - (4) From time to time the administrative referee may open the scratch box to separate and consolidate the scratch slips in order to facilitate the scratching and seeding procedure later in the evening.
- b. Distance and Relay Check-In
- (1) Distance and Relay event check-ins must be available at the beginning of registration. Distance swimmers and relay teams must be positively checked in by the scratch deadline in order to be seeded.
  - (2) Relay Forms
    - (a) Using the heat sheets for that session, the clerk of course (with assistants if desired), fills out all parts of a relay entry form except the names/ages of swimmers.
    - (b) Coaches or team representatives will pick up the forms, enter the swimmers' names, and ages and order of participation, and return the completed forms to the clerk of the course prior to the announced deadline (normally one hour before the event is scheduled). Bear in mind that the coach has the privilege of changing the swimmers or their order of swim up to the time of the team being called to the blocks. The early collection of relay forms is only for administrative convenience.
    - (c) As the forms are returned, the clerk of course checks the form to be sure it has been completed properly and sorts the pages by heat and lane assignment.
    - (d) One copy should be distributed to the computer operator for data entry, one copy to the announcer, one copy to the lane timers and one copy to the Administrative Referee.
    - (e) The clerk of course should be prepared with a runner well trained for the distribution of relay forms as it must be done rapidly and sometimes under hectic conditions.
- K. Athlete Reimbursement
1. For ConocoPhillips National Championships, the Reimbursement Coordinator will need one table and two chairs, on or near the pool deck.
- L. Parade Ready Room
1. This provision is mandatory. A secluded room should be set aside at the end of the pool away from the starting blocks or at a location such that the finalists can parade in front of the spectators. This room should be large enough and have enough chairs to allow for all eight finalists to sit and/or move around.
  2. Approximately 10 minutes prior to scheduled time for the A final (as shown on the timeline for the evening session), the athletes will be required to check in at the ready room. The ready room coordinator should have a final sheet to use as a check off list for each A final. If all of the finalists are not present by five minutes prior to the scheduled start of the final, the ready room clerk should notify the referee. The athletes should not be allowed to parade with one of the finalists missing unless approved by the meet referee.
- M. Results Management
1. Two hours before the start each day.
    - a. Obtain timer sheets from Meet Management Operator.
    - b. Place sheets on clipboards along with a sharp pencil for delivery to chief judges and each lane.
  2. Preliminaries.
    - a. The lane recorder verifies that the swimmer listed actually is the swimmer at the blocks. The splits from the electronic scoreboard are then entered for each 50/100 on the back of the card or list during the race for events over 400m/500yd. Separate split sheets are used for this purpose.
    - b. The lane recorder enters the finish time from the hand-held watch on the sheet in the space provided.
    - c. If lane timer lists, rather than cards, are used, the timing judge or administrative referee may check the times against the computerized results. Watch times are used to verify the pad time or the back-up button time if there is a difference of more than 0.3 seconds between the pad and button times.

- d. Using lane timer sheets, the Administrative Referee may check the times against the computerized results, particularly noting any ties that may require swim-offs.
  - e. In case of ties requiring swim-offs, the Administrative Referee should keep in contact with the referee and the computer operator so all understand who is swimming in which lane.
  - f. Once proofread and signed off by the Administrative Referee, nine copies of the printout are made immediately after they become official. This is not necessarily the seeding for finals, but the order of finish with times from the heats. These should be distributed as follows:
    - (1) One to Administrative Referee.
    - (2) Two posted for swimmers and coaches.
    - (3) One posted in the gallery.
    - (4) One to the announcer who indicates the time of announcement to carry out the 30-minute scratch rule. This copy returns to the administrative referee.
    - (5) One to the press. They make copies on their own machine.
  - g. When the 30-minute scratch time has passed, the swimmers are seeded into lanes for the finals.
  - h. The Administrative Referee reviews the printout from the timing equipment and notes Disqualifications (DQs) and time adjustments (if required). The printout then goes to the computer operator for comparison with data feed from timing equipment.
  - i. The computer runs the finals sheets that are then delivered to the Administrative Referee for verification.
  - j. Lane timer sheets are printed and placed on the lane timer's clipboards for finals.
3. Finals
- a. Repeat the first three steps taken during preliminaries.
  - b. The timing equipment printout is delivered to the Administrative Referee to proofread. The computer operator then compares printout with data feed, and then 9 copies are made and distributed as follows:
    - (1) One copy to awards.
    - (2) One copy for the announcer.
    - (3) One copy to the copy center.
    - (4) One copy to the Administrative Referee.
    - (5) Two copies for swimmers/coaches/gallery.
    - (6) One copy for the Reimbursement Chair.
    - (7) One copy for the media.
    - (8) One copy to national team managers (if applicable).
4. Relays
- a. Relays are handled the same as above except relay forms will be delivered to the Administrative Referee by runners at completion of the event.
5. Supplies
- a. 12 dozen #2 pencils
  - b. Masking tape
  - c. Regular size paper clips
  - d. Several red ink pens
  - e. Large size paper clips
  - f. Scissors
  - g. Stapler and staples
  - h. Ruler
  - i. Pencil sharpener
  - j. Relay take-off forms
  - k. Eight clipboards
  - l. Relay forms
  - m. Disqualification (DQ) forms
6. Personnel required:
- a. Five runners
  - b. Two copy center personnel
  - c. Meet Directors should consult with their Meet Referee and Administrative Meet Referee to determine if there are any changes to this system.
- N. Records
- 1. Four to five weeks prior to the meet, the Meet Director should request updated records for the course to be swum from the National Records Chair.

2. If the National Records Chair is present at the meet, (s)he will process any records set. If (s)he is not present and has not appointed a representative, the meet director is responsible for transmittal of necessary information and documents to the National Records Chair.
  3. When a record time is swum, complete a record application form. Be sure to obtain all required signatures:
    - a. Athlete - name, address, USA Swimming registration number and affiliation.
    - b. Automatic timing system operator - name and address.
    - c. Official time from machine.
    - d. Starter and referee - names and addresses.
    - e. Attach tape of record-setting heat to record application form.
  4. Be aware of U.S. Open, National, World, Meet, and National Age Group records.
  5. Send forms to USA Swimming National Events Department.
- O. Meet Evaluation
1. Meet evaluation forms for swimmers, coaches and officials should be made available throughout the event.
  2. The host will want to request that participants return completed forms to the meet evaluation collection box(es) prior to close of the meet.
  3. Do not place the evaluation box near the scratch box. Meet evaluation collection box(es), provided by the meet host, should be placed in an easily accessible area (i.e.: in the hospitality room, near the announcer, etc.). Place copies in each of the coaches' and athletes' packets.
- III. Technical Organization
- A. Meet Technical Jury
1. Prior to the start of the meet, the National Events Coordinator or his/her designee shall appoint a technical meet jury to decide on written protests involving technical rules.
  2. In accordance with the technical rules of USA Swimming, the jury must be made up of three to five persons, including at least one athlete and one coach representative.
- B. National Officials Chair
1. The National Officials Chair with approval of the National Events Coordinator, assigns the officials for USA Swimming championships and similar level meets.
  2. Qualified officials must submit an application to the National Officials Chair to work as an official at the particular championship. The National Officials Chair must approve all those officials selected to work.
  3. The National Officials Chair will send out applications to the LSC Officials Chairs prior to each championship.
- C. Local Officials Coordinator
1. The local officials coordinator may act in the capacity of one of the Chief Judges at the meet and, in conjunction with the Chief Judge Team Leader, will assist in the assignment of deck officials for each session
  2. Although the National Officials Chair or his/her representative and the Chief Judges are responsible for conducting the officials briefings before each session, the local officials coordinator should also be prepared to handle any assigned part of the meeting. The briefings should cover such items as:
    - a. Disqualification procedure, including relay take-offs
      - (1) Hands raised or not (FINA)
      - (2) After infraction report, chief judge will check judging position, jurisdiction and proper rule interpretation.
    - b. Jurisdiction between stroke and turn judges
    - c. Officials actions during ceremonies
    - d. How to interface with TV personnel on deck
    - e. Dress for each session
    - f. Far end turn judge - lap counters (FINA)
    - g. Distance warning signal
    - h. Personnel check in time
    - i. Recording of watch and/or split times
- D. Meet Referee
1. The Meet Referee has overall responsibility for the competition. (S)he must ensure that all the rules of USA Swimming and FINA (international competitions) are observed and conditions are equal for all competitors.



2. Prior to the competition it is important that the meet referee communicate with the National Events Director, the meet director, local meet management and USA Swimming staff to answer questions, reduce/minimize friction and establish a good working relationship.
3. At the General Meeting it is important that the Meet Referee be involved to the extent necessary to establish his/her leadership position at the meet.
4. During the actual competition, the Meet Referee shall be the person who interfaces with:
  - a. The Meet Director for matters affecting the competition facilities
  - b. The local organizing group and the ceremonies director for issues affecting the competition schedule.
  - c. Head Marshal for traffic flow around the competition pool (the Meet Director is responsible for all other marshalling).
  - d. The announcer during the period of competition.
  - e. National Headquarters staff for public relations, media personnel and contractual matters effecting the competition.
5. The Meet Referee is responsible to the Vice President for Program Operations, however, once the competition begins the referee's decisions (other than judgement decisions), may only be overturned by the meet jury.
6. Reporting to the Meet Referee are whichever number of assistant referees has been appointed. The following is a Meet Referee checklist:
  - a. Publish the first-day time lines.
  - b. Check location of key meet areas.
    - (1) Registration Desk
    - (2) Clerk of Course
    - (3) Ready Room
  - c. Counters and bells physically seen and available.
  - d. Warm-up schedule in packets and posted.
  - e. Water temperature within limits, and control capability/procedures.
  - f. Measure pool if bulkheads are in use.
  - g. Check starting blocks, lane lines, backstroke flags, false start rope, midline rope (50M pools) underwater recall device for location and installation.
  - h. National Anthem and ceremony music ready.
  - i. Coordinate television production meeting.
  - j. Meet jury established.
  - k. Location of posting results convenient to coaches, swimmers and spectators (at least two sites).
  - l. Relay entry forms available and distribution system established at clerk of the course.
  - m. Scratch box location set and available at registration area prior to start of meet and at clerk of the course during meet.
  - n. Distance and relay check-in sheets available at registration and/or clerk of course station.
  - o. Eligibility jury announced.
  - p. Confirm awards procedures.
7. The following should be accomplished prior to the beginning of competition. Some of these items can be completed prior to arrival at the site, others must wait until just before the competition. The following paragraphs cover each of the items on the Meet Referee checklist in more detail as well as other important information. The person normally responsible is shown with each item in parentheses.
  - a. Prepare referee/starter/recall starter assignments for the meet. If possible, do not use more than three starters per day so each has enough starting time. For meets of four or more days, the referee/starter teams may have at least one day off (Meet Referee).
  - b. Determine the uniform for deck officials and assigned officials and ensure that everyone is notified well in advance of the meet. This information should include whether shorts are allowable during preliminaries and whether assigned officials will wear blazers or shirts/blouses in colors other than white (National Officials Chair/Meet Referee).
  - c. Prepare deck official assignments. These are done the evening or morning before the first session for the first day preliminaries and then immediately following each preliminaries or finals for the next session. The chief judges and the local officials coordinator make these assignments. Assignments reflect past experience of deck officials, knowledge of the chief judges/local officials coordinator and their performance during previous sessions (Chief Judges/Local Officials Coordinator).

- d. Assign a deck official to each pre-session warm-up to lend more authority to the marshals with regard to warm-up lane procedures. There should be at least two marshals at each end of the pool ensuring that competitors and coaches adhere to the warm-up lane procedure. A warm-up schedule should be posted and handed out at the general meeting to the coaches (Meet Referee).
- e. Check pool measurements for record purposes. This may be required more than once if the pool has moveable bulkheads (Meet Referee).
- f. Check placement, operation and stability of the backstroke flags, 15-meter markings, false start rope, pool centerline and starting blocks (Assistant Referee).
- g. Check placement and operation of all starting equipment ([guns](#), [shells](#), electronic horns, starter's PA and starter's platform) (Starter).
- h. Check supply of disqualification slips (Chief Judge).
- i. Arrange relay sheet procedure including location and time of pickup, return and distribution to the computer, announcer, TV, the lane and the desk (Administration).
- j. Review ready room and finalist march-in procedure with the announcer, ceremony chair (march-in music), and clerk of the course responsible for the ready room. Ensure that there is adequate communication between the meet referee and all of these people (Meet Referee).
- k. Arrange to have results posted in three or four areas around the pool in locations that are convenient to swimmers and coaches. One of the areas should be convenient to the spectators (Administration).
- l. Time lines must be prepared for all preliminary and final sessions including the time line for the heats of the distance events (Meet Referee).
- m. Arrange the dual confirmation of relay take-offs (Meet Referee/Chief Judge).
- 8. During the meet, the meet referee should give consideration to the following:
  - a. The chief judge should handle stroke and turn infractions. When a stroke or turn judge indicates an infraction, the chief judge should determine that the official was in the proper position, had jurisdiction over the swimmer during the infraction and properly interpreted the rule. During this determination, the referee, chief judge or lane timer should attempt to hold the swimmer so that s(he) can be informed of the disqualification. The chief judge should inform the deck referee that this information has been verified, obtain the deck referee's approval of the disqualification and then inform the swimmer and/or coach of the disqualification. If the disqualification is questioned, any further discussion should be handled off the deck by the deck referee and the chief judge. Prolonged discussion should be avoided. The Meet Referee should assist in defusing confrontations.
  - b. Time lines should be adhered to as much as possible so that the athletes are able to compete when fully prepared and with a minimum of external disruption. Events should not begin prior to the time shown in the time line. TV personnel and ceremonies personnel must be made to understand this priority.
  - c. Check with the ready room for the presence of all finalists five minutes prior to the scheduled march-in. If someone is not present, the ready room coordinator should notify the meet referee. A missing finalist should be personally verified by the Meet Referee who will determine how to proceed.
  - d. If there is on-site television coverage, the backstroke flags should be removed for all final events except the backstroke events, the individual medley and medley relay. The flags should be in place during warm-ups until the pool is closed for competition (normally 10-15 minutes prior to the start of a session).
  - e. Touch pads shall be in place during warm-ups prior to scheduled competition.
- E. Administrative Referee
  - 1. The Vice President for Program Operations will assign an assistant referee who has responsibility for all administrative aspects of the competition.
  - 2. This includes check-in and proof-of-time of the entries (in conjunction with the national NTV personnel), computer, clerk of course, seeding, scratches from preliminaries and finals, no-shows, recording, scoring and relay sheets.
  - 3. Because many of the important administrative functions must be performed prior to the actual start of the competition commencing, it is recommended that the referee or his assistant for administration arrive at the site two to three days prior to the first day of competition.
- F. Assistant Referee.

1. The assistant referee has responsibility for the actual prelims and finals competition. (S)he has total charge of the swimmers, coaches and officials within the general boundaries of the competition pool during warm-ups, prelims, swim-offs and finals.
  2. The assistant referee is the final authority on all decisions concerning the technical judgement of officials and may only be overruled by the meet referee or meet jury.
  3. The assistant referee reports to the meet referee. The starter, recall starter, chief judges, head timer, false start rope operator and chief electronic judge/automatic equipment operator, are responsible to the deck referee on duty.
- G. Chief Judges
1. There will normally be one team leader and four additional chief judges.
  2. The team leader, with the help of the other chief judges, is responsible for the preparation of the deck official assignments for each session.
  3. There should be sufficient rotation so that swimmers and coaches do not see the same officials in the same location for more than two sessions.
  4. In addition, thought must be given to the requirements of concentration and exposure to the weather in outdoor pools. During the competition, at least two of the chief judges should be on deck at opposite ends and corners of the pool to supervise stroke and turn judges and handle infraction reports.
- H. Starter
1. The starter's responsibilities are covered in the USA Swimming technical rules. However, it is important to point out that the environment set by the assistant referee and the starter normally determines the success of a championship meet. As a team these two individuals can do more to cause a meet to succeed or fail than any two other officials can. It should also be recognized that the ability to help set the proper environment comes from more than being able to just produce a "good start." For this reason many that feel qualified should not be given the opportunity to act as a starter. Furthermore, even the best have off days.
  2. It is the responsibility of the assistant referee to work with the starter and if need be, replace him or her before the situation gets out of control. In such cases the starter relieved should be given another opportunity to return to the deck as soon as possible both to maintain the individual's credibility with coaches and swimmers and to maintain personal confidence.
- I. Stroke and Turn Judge
1. The primary purpose of any official is to ensure that every swimmer has a fair and equitable opportunity to perform up to their maximum potential.
  2. To ensure the fairest possible competition, the stroke and turn judge must know the rules of USA Swimming, apply the rules uniformly, observe swimmers to verify conformity with the rules and call disqualifications when the rules are broken.
- J. Relay Take-Off Judge
1. In relay events, the starting swimmer may not leave the blocks until the finishing swimmer has made contact with the end of the pool. The relay take-off judge has the responsibility to observe the exchange and determine if the swimmer leaving the blocks has left before the incoming swimmer has made contact with the wall.
- K. Announcer
1. The announcer is the "voice of the meet" and affects to a large extent the mood of the athletes, coaches and officials and the impression left with the spectators.
  2. The announcer can create the feeling that everything is going well or that it is a disaster. An important early relationship that must be established is that between the announcer and assistant referee. Since they must work in tandem for a long period, they should know each other and talk a fair amount about how they do things and want to see things done.
  3. The referee should recognize that many of our announcers are experienced with a lot to offer and should listen to their advice. Conversely, the announcer should be prepared to meet the specific needs of different referees.
  4. Prior to the meet, the announcer should do his/her homework by reviewing the psych sheets, name pronunciations and pool, meet and national records.
  5. If at all possible, the host should supply the announcer with an assistant. The assistant would be available as a statistician, a race spotter, announcement organizer and music disc jockey, as well as to help prevent interruptions to the announcer.
  6. Also, prior to the meet the announcer should meet with the key meet personnel to coordinate schedules, announcements and ceremonies. Each day, between trials and finals, the announcers should meet with

- the Meet Director and/or ceremonies director to plan the evening sessions. This will include opening ceremonies, award ceremonies, presenters and any other special events or awards.
7. It is imperative that the announcer meets with the head of security and script emergency announcements, especially facility evacuation procedures.
  8. Some notes for the announcer:
    - a. Be at the microphone during warm-up to monitor the warm-up, help the assistant referee and make pre-meet announcements.
    - b. Prepare opening remarks for each session. Meet management prior to the meet will normally outline this, but the announcer should consider it his/her responsibility to contact meet management and USA Swimming Headquarters personnel. The opening remarks will include such items as:
      - (1) Welcome spectators
      - (2) Announce safety procedures
      - (3) Recognize sponsors
      - (4) MC opening ceremonies
      - (5) Introduce dignitaries
      - (6) Announce referee & starter
      - (7) Announce hospitality functions
    - c. Administrative announcements:
      - (1) During warm-ups, announce periodically the “controlled meet warm-up” schedule as listed under the Officials Committee.
      - (2) Reminders to swimmers and coaches as to when the competition pool will be closed to warm-ups in order to prepare for competition.
      - (3) Qualifiers and alternates for the C, B and A finals including announcement time and the deadline for scratching from the finals. The announcer must record the time of announcement for the purpose of determining the 30-minute scratch deadline. Announce that scratches from final must be made with the administrative referee.
      - (4) Location and closing time for scratch box for the next day’s events and closing times for relay and distance check-ins.
    - d. During the competition:
      - (1) Introduce each event, noting appropriate records. Announce the heat about to swim.
      - (2) Commentaries on heats as they are being swum, including former champions and record splits.
      - (3) Introduce individual finalists, including information obtained from USA Swimming Communications Director.
      - (4) Any unusual happening that could create confusion among spectators. Any announcements regarding false starts, DQs, etc. must be made under the supervision of the referee.
      - (5) Sponsor announcements will be distributed with instructions on what to announce, when and how many times. This information will come from the USA Swimming National Events Director.
      - (6) Coordinate awards ceremony with the Awards Chair. Ensure that a script is prepared including events, sponsors and presenters.
      - (7) Help expedite the finalists to the ready room and awards staging area.
      - (8) Make certain the announcing stand has a wastepaper basket. No one generates paper like the announcer. Be sure the announcer receives fluids on a regular basis from hospitality.
      - (9) Watch the assistant referee. (S)he is trying to keep the meet moving at a certain pace and the announcer is one of the biggest helps or hindrances to that situation. Plan your announcements during breaks or longer events.