

HOSTING AN INVITATIONAL OR A CHAMPIONSHIP MEET

Meet information should generally be sent to participating teams approximately two weeks before the entry deadline. Check a calendar to make sure the meet information arrives **BEFORE** any major vacations. Many times coaches will have access to the school mail during vacations. It might be more efficient to FAX or e-mail the meet information to the participating teams. It is also a good idea to follow up with a confirmation phone call to verify that the information has been received. If you use e-mail, you can have the coach reply via the internet that they have received the information.



The deadline for the entries to be received by you will be determined by specific situations. Your ability to complete the heat sheets and complete meet preparation will be the big factor. Entry deadlines are generally 3 to 10 days before the first day of the meet. If you have a computer program to manage the meet, and the guest team can e-mail an attachment or send an entries disk by snail mail. This will greatly reduce your work load.

The specific information on the meet information you send out varies, but the following are generally included:

- WHERE:** The name, address, and phone number of the facility.
- WHAT:** The name of the meet
- DATE:** The date and days of the meet
- TIME:** Starting times for the meet
- WARMUP:** Starting and ending time of warm-ups. Send out specific warm-up safety guidelines. If you have a large number of teams, you may want to assign lanes to the teams and possibly have two warm up periods.
- SCRATCH MEETING:** Time and location of the scratch meeting. Hold this meeting early enough to allow for necessary changes in the heats before the meet begins.
- ENTRIES DUE:** Specify when and where the entries are due. Be sure to include an address, FAX number, and/or e-mail address. Spell out exactly what is necessary on the entries; first and last name, year in school, seed time, etc. In most cases the entry sheet submitted by the coach will be the official entry information.
- SEEDING:** Indicate the type of seeding to be used and any deviations from the norm.
- TIMING SYSTEM:** Inform the visiting teams about the brand of timing system, number of lines on the display board, touch pads, and backup system that is to be used.
- ENTRY FEES:** What is the amount of the entry fee, where and when it is due, and who the checks are to be made out to?
- PARTICIPATING TEAMS:** List the teams that will be attending.
- EVENT LIMITATIONS:** In the interest of time you may want to imposed qualifying times or limit the number of entries that will be accepted in particular events such as the 200 Free, 200 Ind. Medley, and/or 500 Free. If you are going to allow more than one relay from each team, indicate the maximum number of relays one team can enter.

- SCORING:** A simple note stating that the National Federation 12 or 16 place scoring will be used is sufficient. However, if scoring is going to vary from this norm, place by place points should be listed. You will also want to indicate how many individuals and relay teams are eligible to score.
- AWARDS:** What awards will be given, how many places in individual and relay events will be given awards. Also indicate team awards that will be awarded.
- DEVIATIONS FROM NATIONAL FEDERATION RULES:** If you are going to include additional events, different entry limitations, etc.
- ASSIGNMENTS:** Warm-up lanes, locker rooms, seating on the deck, timers, etc.
- DIVING:** It is a 6 or 11 dive meet? When will it take place? When can the divers warm-up? When are diving sheets due? Are there going to be any cuts in the number of divers after 3, 5, or 8 rounds?
- POOL:** Information about your pool: number of lanes, depth at the ends, number of diving boards, starting blocks, warm-up and cool-down areas, and any unusual features.
- FACILITY RULES:** Specific rules concerning food, signs, balloons, rubdown tables, and other equipment. Can athletes be in the spectator areas? Who will be allowed down on the deck?
- TRAINER:** Will a trainer or other medical personnel be available?
- CONCESSIONS:** Will concessions be available?
- HOSPITALITY:** Coaches and officials' hospitality room and where it will be located.
- TICKET INFORMATION:** Admission prices and the time seating will be open.

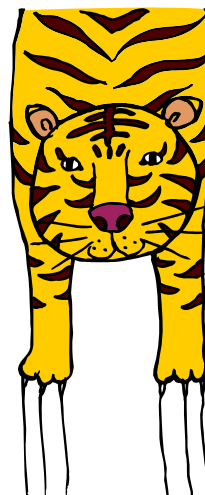


Be sure that all the information is correct and easily understood. Include a person to whom questions should be directed, when they are available, and a phone number. It is also helpful to enclose directions to the pool, a map showing entry into the building, parking area for buses, location of the pool, and locker rooms.

Scratch Meetings

All large invitational and championship meets should have a scratch meeting on the day of the meet. As the name indicates, athletes can be scratched at this time and errors can be corrected. This is also an opportunity for coaches to let the meet director and officials know about ill or injured competitors. This portion of the meeting is generally conducted by the meet officials. The meeting also gives everyone the opportunity to meet the officials. The meet officials then have a forum to inform the coaches of any new rules or different interpretations of the rules.

A meet committee should also be formed to rule on protests that may be filed. The coaches can also be informed of when the awards will be presented and traffic patterns around the pool. Any questions or concerns the coaches may have should be addressed at this time. A well planned meeting should last only 15 or 20 minutes so the coaches can get back on the deck with their teams.



General Safety Guidelines

Include in the meet information some safety guidelines for the warm-up period. Here are some basics that need to be covered:

1. All entries into the pool must be feet first.
2. Dives from the starting blocks are permitted only in designated lanes at a designated time.
3. The designated lanes for starts from the blocks are one way sprint lanes.
4. Keep the remaining lanes open for circle swimming.
5. If the number of teams is less than the number of lanes available, assigning each team a specific lane helps eliminate most problems. Even in this case, as a hedge to liability, some general safety rules are recommended.



Meet Help

When managing any meet, good reliable meet help is essential. It is a good idea to turn this responsibility over to someone else, so you as the coach and meet director can concentrate on other tasks. This person can be a parent, assistant coach, or student. In some places, a club whose main function is to help at swimming meets has been formed. In any case, the person who is in charge of meet help needs to be educated and organized by the coach. After all, the ultimate responsibility will rest on your shoulders.

First, identify the different jobs and the number of people you will need to perform the jobs. The major jobs that need to be filled are timers, scorers, computer and timing system operators, runners, announcer, and diving scorers. The exact jobs may differ at different schools depending on how meets are conducted.

Secondly, identify your pool of workers. It may be parents, teachers, coaches from other sports, students, etc. It is a good idea to assign reliable and experienced people specific jobs. These jobs would include the computer operator, the timing system operator, announcer, scorers, and those computing the diving scores. By doing this at home meets during the season, by the time the big meet comes around, they are practiced and proficient at their jobs. Other jobs such as timers, runners, and false start personnel require little training and can be assigned in a more general way. It is, however, a good idea to make sure that the people doing these jobs at the championship meet have experience.

Procedures for Meet Directors

General

1. Appoint a director to be responsible for planning and conducting the meet
2. Use competent trained officials in all key spots.
3. Have an officials meeting before the meet to go over the rules and proper procedures.
4. Provide for ticket sales, janitorial service, and advance publicity.
5. Provide first aid attendants. Have a physician on call.
6. An entry fee per school or individual may be charged to help defray the expenses of the meet.
7. Heat sheets should be ready prior to the start of the meet and made available to coaches, officials, and spectators.
8. Appoint a meet committee to rule on matters not specifically covered by the rules and protests.
9. Have the results of the meet available promptly at the conclusion of the meet. Distribute to the coaches, press, and to the governing body; if the meet is a qualifying meet.

Meet Organization

- I Pre-Meet Planning: Organize committees for the promotion and success of the meet.
 - A. Prepare meet responsibilities (four to six weeks in advance.)
 1. Schedule the facility for the time needed to conduct the meet.
 2. Check conflicts with other school events.
 3. Check facility as to rule specifications (length, depth, diving boards, etc.)
 - B. Confirm the following:
 1. Information/notice of the meet
 2. Entry forms
 - a. Pertinent information
 - b. Entry instructions and fees
 - c. Scratch meeting
 - d. Passes
 - e. Care of the facility
 - f. Seating
 - g. Entrances
 - h. Officials
 - i. Timing system
 - j. Concessions
 - k. Ticket prices
 - l. Warm-ups
 - m. Warm-up/cool down pool, if available
 - n. Locker facilities
 - o. Schedule
 - p. Map of the area
 - q. Eating establishments
 - r. Motel accommodations



II. Officials

- A. Meet Committee (5 recommended)
 - 1. Meet Manager
 - 2. Referee
 - 3. Diving Referee
 - 4. Other knowledgeable swimming and diving persons
- B. Meet Referee
- C. Starter
- D. Stroke Inspectors (at least two)
- E. Turn Judges (4 – 6 recommended)
- F. Chief Timer
- G. Head Timer (one per lane)
- H. Diving Referee
- I. Diving Judges (5 to 7 recommended)
- J. Announcer
- K. Scorer and recorders
- L. Clerk of Course
- M. Timers
- N. Meet Physician



III. Meet Workers

- A. Computer operator
- B. Timing system operator
- C. False start rope operator (if used)
- D. Runner
- E. Ticket sellers and takers
- F. Deck marshals
- G. Program – Heat Sheet sellers
- H. Concession sellers
- I. Diving announcer and clerks
- J. Locker room attendants

IV. Forms to be prepared (see samples in the reference section of this chapter)

- A. Event entry cards (if used)
 - 1. Computer programs will allow you to print out entry sheets for each lane indicating the heat, lane, swimmer, grade, team, seed time, and spaces for the times to be recorded. These can be given to the heat timer in each lane which will eliminate the need for entry cards.
- B. Result Sheets
 - 1. These can be printed out at the end of each event and given to the announcer. Copies can also be posted at various positions in the pool for the swimmers and spectators.
 - 2. Coaches appreciate having the subtracted splits for the swimmers on the result sheets.
- C. Diving Forms
- D. Place judge cards

- E. Heat Sheets
 - 1. Prepared after all the entries have been received
 - 2. These can be included in the program or sold separately to the spectators.
- F. Equipment
 - 1. Public address system
 - 2. Pool Equipment
 - 3. Lane lines (check the condition of the floats)
 - a. Make sure 15 meter floats are positioned and visible
 - 4. Starting blocks (should be clean and have non-skid surface)
 - 5. Recall rope (check trip mechanism, if anchored)
 - 6. Backstroke flags (check the condition of pennants and support system)
 - 7. Lap counters (make sure all the numbers are present)
 - 8. Diving boards (check support and fulcrums)
- G. Other equipment
 - 1. Watches (have extra batteries available)
 - 2. Timing system, touch-pads, and display board
 - 3. Starting system or gun



- IV. Awards
 - A. Received
 - B. Checked to make sure they are all there and the engraving is correct
 - C. Put in order for distribution
- V. Publicity
 - A. Notify the media
 - B. Invite them to the meet and provide a place on the deck
 - C. Prepare meet results for the press
 - 1. Generally the press wants only the top 3 – 6 finishers in each events (without splits), records set, outstanding performances, and team scores.
 - D. Make arrangements for getting results to the area media after the meet.

Meet Management Responsibilities

The following are all of the things necessary to make a meet run smoothly, but are easily overlooked.

Supplies – Once you have these items collected, put them in a box that can be stored and brought out for meets

Pencils	Pencil sharpener	Paper
Masking tape	Cellophane tape	Magic Markers
Rubber bands	Stapler & staples	Paper clips
Batteries	Gun & shells	Calculator
Scissors	Towels	Clip boards
Printer	Extra ink cartridge for printer	

II. Water preparation

- A. Backwash filters
- B. Pool vacuumed
- C. Water level checked
- D. Water chemistry checked



III. Pool and deck preparation

- A. Locker rooms - clean and periodically checked during the meet
- B. Rest rooms – clean and supplied with toilet paper, soap, and paper towels
- C. Seating areas – signs posted.
- D. Marked off areas for the officials
- E. Areas for results to be posted
- F. Awards stand

III. Meetings

- A. Officials
 - 1. Assignments given
 - 2. Watches and lanes assigned
 - 3. Procedure to follow for false starts, disqualifications, etc.
- B. Coaches
 - 1. Scratches
 - 2. Conduct of the swimmers
 - 3. Procedures for reporting to the blocks
 - 4. How the awards will be distributed
- C. Team Captains (non championships meets)
 - 1. Review meet procedures
 - 2. Special instructions
 - 3. Make sure all jewelry is removed
 - 4. Explain areas officials will be working and swimmers to stay clear of
 - 5. Leave the area their team is in clean after the meet
 - 6. Unusually pool conditions

V. Post Meet Responsibilities

- A. Distribute results
 - 1. Teams
 - 2. Media
 - 3. State associations
- B. Payment of officials
- C. Report of suggestions for meet improvement
- D. File records and results



Resources

Section 6

DECEMBER 1995

41st ANNUAL NEW TRIER RELAYS NEW TRIER HIGH SCHOOL

DATE: January 13, 1996
WARM-UP: Begins at 12:15 PM
SCRATCH MEETING: 1:00 PM
MEET: 2:00 PM
ENTRY FEE: \$50.00 payable to NEW TRIER HIGH
ENTRIES: This year entries will be due on JANUARY 10, 1996. No cards will be used for this meet. Your Official Meet Entry Form should be mailed or faxed (708-446-8247) so it is in the Athletic Office (room 214) by 3:00 PM Wednesday, January 10, 1996.

ENTRY DIRECTIONS:

- 1) JV RELAYS CANNOT INCLUDE SENIORS.
- 2) Please fill out the Official Meet Entry Form with all swimmers listed in ALPHABETICAL ORDER. List last name, first name and grade in school. Please type or print neatly.
- 3) Please indicate the relay swimmers in the order they will swim with a number or Alt (you may list up to four alternates for each relay) in the proper space on the Official Entry Form. Seed time for relays should be placed in the space provided at the bottom of the Official Meet Entry Form.
- 4) Individual swimmers should be entered by typing their seed time (to the hundredths) in the appropriate space on the Official Meet Entry Form. Any swimmer scratched may be replaced by an alternate swimmer. The alternate must swim in the heat and lane vacated by the scratched swimmer. Swimmers may not be moved from one event to another.
- 5) Swimmers may swim up to four events, no more than two of which may be individual events.

SEEDING: Timed final seeding will be used. Individual events will be seeded using all eight lanes. Relays will be seeded in two heats of six, using lanes two through seven.

SCORING: 13, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1. In all individual events the total times of the two swimmers entered will determine the place for the team.

BREAKS/WU: After the 50 freestyle there will be a 15-minute break. There will also be a 10 minute break after the 500 freestyle. The pool will be open during both breaks.

AWARDS: Trophies will be given to the top three teams and individual awards will be given for the top six places in each event.

BANNERS: We invite you to bring school banners and signs. This adds a great deal to the spirit of the meet.

TICKETS: The balcony doors will open at 1:00 PM. Ticket prices are: Students- \$1.00, Adults- \$2.00.

COMPETITORS: Only swimmers and alternates actually on the Meet Entry Form should be on deck. ALL OTHERS SHOULD BUY A TICKET AND SIT IN THE BALCONY.

TEAMS: Hinsdale Central, Evanston, Stevenson, Rockford-Guilford, St. Charles, Palatine, Hinsdale South, Naperville North, Libertyville, Loyola, Fenwick and New Trier.

ENTRANCE: All teams should enter the building from the Essex Road entrance (east side of the school) near the tennis courts and use the Boys' Physical Education Locker Room. No Swimmers should be in the Pool Locker Room at any time.

For additional information call Mark Onstott, Aquatics Director & Head Swim Coach. Phone number is 708-446-5505 and the Fax Number is 708-446-8247.

Sincerely,

Robert P. Naughton, Athletic Director

Tooele Invitational – 2004

LOCATION: Leigh Pratt Aquatic Center
55 North 200 West
Tooele, Utah 84074
(435) 882-3247

FACILITY: The Leigh Pratt Aquatic Center has three pools. The competition pool is 25 yards with eight lanes equipped with Spectrum starting blocks, non-turbulent Wave Eater lane lines, and an eight line Colorado Timing display board.

MEET DIRECTOR: Mel Roberts, Tooele High School
Pool: 435-882-3247
Home: 435-882-6801

SCHEDULE:	<u>Day</u>	<u>Date</u>	<u>Warm-Up</u>	<u>Competition</u>
	Friday	December 17, 2004	2:30 p.m.	4:00 p.m.
	200 Medley Relay, 200 Free, 200 Ind. Medley, 50 Free, and 100 Ind. Medley			
	Saturday	December 18, 2004	7:30 a.m.	9:00 a.m.
	100 Fly, 100 Free, 500 Free, 200 F. Relay, 100 Back, 100 Breast, 400 F. Relay			

TIMED FINALS: All events will be timed finals with the heats seeded from slow to fast.

SCORING: 16 place championship scoring will be used. Four individuals and two relays from each team are eligible to score.
The girls and boys scores will be combined for the team awards.

TEAMS: Bear River, Canyon View, Carbon, Cedar City, Dixie, Grantsville, Lehi, Juan Diego, Judge Memorial, Ogden, Park City, Pine View, Rowland Hall, Snow Canyon, Tooele, and Wasatch

ENTRIES: Due to the large number of teams competing – late entries will not be accepted.
Entries must be received by Monday, December 13, 2004.

Export a zipped entry file from Team Manager and attach it to an e-mail or FAX a hard copy on the forms provided.

Mail -	Mel Roberts Pratt Aquatic Center 55 North 200 West Tooele, UT 84074
FAX -	435-833-0343
E-mail -	h2ocoach@msn.com

ENTRY FEES: \$4.00 per individual + \$10.00 per team (to help cover the expenses of the awards and officials.)

- ENTRY LIMIT:**
1. An individual may enter a maximum of four (4) events – two of which must be relays.
 2. A school may enter three (3) relays in each event.
 3. In the 500 yd. Freestyle – The fastest 24 (by seeded time) will be allowed to swim. Those entered, but not in the top 24 will be allowed to choose another event to enter.

RULES: National Federation of State High School Associations Swimming and Diving 2004 – 2005 rules will be followed.

AWARDS:

Custom medals	1 st – 8 th – Individual Events
	1 st – 3 rd – Relay Events
Custom Ribbons	9 th – 16 th – Individual Events
	4 th – 8 th – Relay Events
Team Trophies	1 st – 16 th Place

*** The medals will be cloisonné key chains*

MEET MANAGEMENT:

1. Please encourage the swimmers to bring all valuables out on the deck with them or lock them in a locker. Lockers are available in the dressing room, but swimmers will need to provide their own lock.
2. Swimming events will alternate between the girls and boys in each event with the girls swimming first
3. A coaches meeting will be held at 2:45 Friday afternoon
4. Awards will be presented after the completion of the next event.
5. All swimmers are to stay on the pool deck during the meet. The balcony is for the spectators.

ACCOMODATIONS: It is suggested that reservations for rooms be made as soon as possible. If the Tooele motels are full, rooms are available at the motels near the Salt Lake Airport; which is about 30 minutes away.

American Inn & Suites	491 South Main	435-882-6100
Best Western Inn	365 North Main	435-882-5010
Hampton Inn	461 South Main	435-843-7700
Villa Motel	475 North Main	435-882-4551
Oquirrh Inn	Lakepoint	801-250-0118

(14 miles from Tooele)

MISCELLANEOUS:

1. The leisure pool will be available for cool-down during the meet. Swimmers will not be allowed to use the slide.
2. Concessions will be available in the lobby area during the meet both days.
3. Teams are asked to respect the facility and keep their area clean.
4. If you have certified officials who would like to help, submit their names with your entries.

Preparing for an “Away” Meet

I Setting Up Transportation

- A. Bus or cars? Your athletic director and district policies will determine how you travel to competitions. For liability reasons, the school will typically provide a bus; but occasionally, parents and coaches will drive cars and vans to some meets. In either case, the coaches responsibility is to make sure that the transportation will be available at the appropriate time.



- B. Departure time. What time do you want to leave? Work backwards from the time the meet starts. If the meet starts at 4:00 pm and you want to be there for warm-up at 3:00 pm, ask yourself: “how long it will take to get there?” If normal driving time is 1 hour, allow yourself an extra 33%, or 1 1/3 hours for emergencies, traffic, weather, etc. This would mean that you would want to leave at 1:40 pm.

Experience will always tell you to leave some extra time. If you arrive early, you can use the extra time for talking to the team, letting them walk around to rid themselves of the “kinks” from the bus ride, additional stretching, etc. Allow more time in mid-winter for potential weather delays.



Once you have set the departure time, stick to it. Occasionally, someone may miss the bus; but it will serve as a learning experience for them as well as the rest of the team. If the team is on time, you need to be early! Make sure everyone knows what time you will be leaving.

II. Food

Is food permitted on the bus? Can the team bring a pre-meet snack with them, or do they need to plan accordingly before hand? What are your plans for eating after the meet? These are all questions that the coach will have to decide. Factors to take into consideration include:

- A. Will it take more time to stop and eat than it would to go straight home?
- B. Make sure everyone on the team will have enough money to buy food.
- C. If this is done every away meet, parents with several children on the team may become strapped for the money.
- D. Is it a school night and will you arrive home for the team to get their homework done?

Stopping after the meet at a fast food place can be a “highlight” of the trip. If you do this, make sure the parents know so they can allow the time of delay arriving home.

STICK AS CLOSE AS POSSIBLE TO YOUR SCHEDULE. Parents and other supporters are arranging their schedules around your plans, whether it is practices, home meets, or away meets. You'll be a lot more popular and trusted if you can be counted on to have the swimmers finished at the time you said you would. With nearly everyone carrying a cell phone, it is easy to notify people of changes in the schedule far enough in advance to prevent unnecessary trips and long waits.



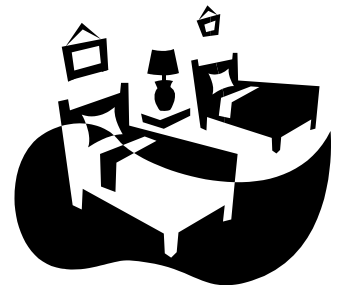
Meals on a long trip with a large team should be set up in advance, if possible. Most restaurants are not prepared for 40 – 60 young people when they come in unannounced. You will receive much better service if you will take a couple of minutes to notify the restaurant and make reservations. When you call, discuss prices, method of payment, and any discount that can be provided because of the size of your group. The same holds true for the motel if you have overnight meets.

III. Supervision

Typically, for a dual meet, the coaching staff is enough supervision. On overnight trips, however, the coaching staff needs its rest as well. Sitting all night on a chair in the hall can make for a miserable next day. Consider asking selected parents that will be attending the meet to serve as chaperones and help supervise at the motel. One incident will damage the reputation of your team, cause embarrassment to the school and community, as well as putting any future overnight trips in jeopardy.

IV. Lodging Arrangements

For an overnight meet, you will need to insure your rooms well in advance; especially if there will be a large number of teams seeking overnight accommodations. Many hotels/motels will offer special rates to teams. Find the total cost and have a check ready when you check in. Remind the swimmers not to order movies or video games, make telephone calls, eat items provided in the service bar; these will all place an additional cost that will need to be paid. This can be a real problem area, unless your expectations are made clear to everyone.



Another method that is used by some teams is to have your team stay with the swimmers from the host team. Have your team bring sleeping bags just in case the host family does not have an extra bed. This will save you the expense of motel rooms, meals, as well as let you get a peaceful nights rest. The following year, your team can return the favor. This also lets the swimmers form some lasting friendships.

In selecting roommates, you can assign this to the captains or you can do it yourself.

V. Preparing a Trip Agenda

At least a week before any major trip and most away meets, prepare and send home a trip agenda. The agenda should include: the schedule of times and activities, directions to the pool, and all relevant contact phone numbers. It is an excellent idea for the coach to carry a cell phone on trips and make the number available to the parents for emergencies. If you do not have one, the school may have phones available for this purpose.

Again, once the agenda is set, try to stick to it. Involving the team captains in the planning of the agenda will help them have “ownership” in the plan and insure their support.

Other Considerations

Unless your swimmers are seasoned competition travelers (Upper classmen and some with USA Swimming backgrounds may be), they will need some assistance from you in most effectively preparing for away meet experiences. Here is a list to get started with:

- a. If the entire team will not be going, how is the travel team selected?
- b. Clothing to wear to the meet – dressy or casual
- c. Extra warm clothing to wear after the meet on the ride home.
- d. Snacks – what is appropriate?
- e. Bus seating and behavior
- f. Liquid – water bottle to keep them hydrated
- g. This will necessitate “potty breaks” every hour or two
- h. “Study time” in a “quiet room” on overnight trips
- i. Emergency medical forms allowing you to get treatment if necessary.
- j. Put these forms in a binder and have them available at every meet
- k. Is anyone other than team members allowed on the team bus? (Cheerleaders, other students, etc.)
- l. Is anyone allowed to “go home with parents” after the meet? Generally, the parents can take their own child with them, but not their friends. There will also be questions of other family members (siblings, grandparents, etc.) being allowed to take them home. **Check with your athletic director, have a written policy, and stick to it.**



Coach takes the guesswork out of deciding who will be chosen to the travel team