

DIVISIONAL CHAMPIONSHIP MEET (DIVISIONALS)

Divisionals are held the Saturday after the last dual meet. This is the Championship meet for each division. At the April MCSL meeting, each division's reps decide which pool will host the meet. At this meeting, the various team reps may also delegate additional duties: selling divisional t-shirts, having a raffle at the meet, and selling meet programs, for example.

The Divisional meet contains two heats of each individual event (see note about 19-year-old events below) and one heat of each relay event (for a total of 96 heats, plus any 19 year old heats), the meet usually lasts about 4 hours. Good planning will help keep it a timely and fun meet for all teams. The rules governing this meet are very strict, and as such it is advised that you also read the section in the MCSL Handbook on Divisional Championship rules.

Note regarding 19-year-olds: In 2021, 19-year-old swimmers will swim in separate "19-year-old" individual events in divisionals, but are not eligible to score in individual events. There will be no more than one heat of 19-year-old individual events in divisionals. As in dual meets, 19-year-old swimmers may swim in the 200 meter Open Medley relay and score in that event. A reminder that 19-year-old swimmers may not set an MCSL record in any individual or relay event.

Note for divisions holding multiple divisional meets: In 2021, teams have the option of holding Divisionals in a format other than a six-team meet. Please refer to the section "Considerations When Holding Multiple Divisional Meets Within the Same Division" if your division is holding multiple simultaneous divisional meets.

Prior to the Organizational and Seeding Meeting

1. **Meet Entries: The coach must create the meet entries prior to the seeding meeting.**
 - a. Meet entries for Divisionals are set at the seeding meeting. Each team can enter two swimmers per individual events and one relay in the relay events. Each swimmer can swim a maximum of 5 events (see MCSL Handbook for details).
 - b. The relay entries do not need to include swimmers' names. Relay swimmers are not finalized until the swimmers hand the relay card to the clerk of course shortly before their event.
 - c. All swimmers in Divisionals must be on the team roster and have competed in at least one dual "A" meet during the season. Coaches may choose swimmers based upon their times at "B" meets, but the swimmer's "A" meet times must be used on the entries. If a swimmer has not swum the event in an "A" meet, then the coach may enter him/her with "no time."
 - d. If the automation team uses Team Manager, they should use "Proof of Time" to confirm that the times are from "A" meets.

Pre-Meet Organizational and Seeding Meeting

The organizational meeting is usually held the Sunday immediately prior to Divisionals. However, the meeting may be scheduled at another time after the last dual meet if agreed to by all the reps/coaches. The seeding portion of the meeting may be held at another time; however, *it is much easier if these meetings are held at the same time*. The seeding portion of the meeting is when the meet entries for all teams are merged to create the final meet program. **COACHES MUST ATTEND THESE MEETINGS!** The division team reps should decide prior to this meeting who will be the lead computer operator for the divisional meet. That person must be present at the organizational meeting to seed the meet. ***If no other team in the division wishes to put forth a volunteer, then the host team's computer operator will be designated to fill this role.***

Reps must bring the following to the meeting:

a. **Roster:**

- (1) A current electronic file of the team's roster
- (2) A paper copy of the roster. (If electronic roster does not work, the paper copy is the "official" roster).

b. **Meet Entries:**

- (1) An electronic file of the team's meet entries
- (2) A paper copy of entries by swimmer.
- (3) While the reps are discussing the logistics of the meet, the automation person can upload the team rosters and meet entries.

c. **Volunteers:** Reps should bring as many volunteer names as possible to fill the official positions (see list at end of this section). Because this meet is longer than a regular dual swim meet, it is acceptable (but not recommended) for volunteers to time for half of the swim meet and then be replaced. **However, this should NOT be the procedure for certified officials (stroke and turn judges.)**

- (1) Each rep should also be prepared to supply a name for consideration for at least one of the key official positions: **referee, starter, and chief judge.**
- (2) Each team needs to provide a volunteer for:
 - (a) 1 stroke and turn judge
 - (b) 3 timers (6 if each is only timing for ½ of the meet)
 - (c) 1 clerk of course
 - (d) 1 awards person
 - (e) 1 automation person
- (3) The other official positions that will be need to be filled at the meeting are:
 - (a) Head timer
 - (b) Assistant head timer

- (c) 2 side relay take-off judges
- (d) 2 lane relay take-off judges
- (e) Announcer
- (f) 3 runners

- (4) **Reps should also be reminded to instruct their volunteers that if they do not arrive in time for their briefing on the day of the meet, they will be replaced.**

2. Items to be discussed at the Organizational Meeting:

a. Officials:

- (1) Each rep should bring one or more names to be considered for the key official positions (referee, starter and chief judge). It is recommended, if possible, not to have more than one of the key officials from one pool. However, the primary consideration is to have the best officials run the meet. Be sure the chosen referee is experienced, well versed in all MCSL rules, and can keep his/her cool in a hectic atmosphere.
- (2) There should be general agreement in selecting the best officials available. Key official positions can be determined by secret ballot, if necessary.
- (3) Use the attached list and grid to record names of all officials. The numbers refer to the team's original rank in the division found in the MCSL handbook.

b. Meet Schedule:

- (1) The host rep should propose warm-up times for each team based on their distance from the meet pool (ex. closer pools have first warm-up times with the farthest pools having the last warm-up times).
- (2) The meet schedule may change if the host pool has a time restriction (i.e. earlier start time) or if the teams agree to a longer warm-up schedule.
- (3) It is suggested that each team have 20 minutes to warm-up with each teams getting 3 lanes.
- (4) The following is a suggested meet schedule:

6:45-7:05 a.m.	Two teams warm-up
7:00 a.m.	Referee and chief judge meet
7:05-7:25 a.m.	Two teams warm-up
7:05 a.m.	Referee and starter meet
7:10 a.m.	Referee, starter, head timer, asst. head timer & announcer meet
7:15 a.m.	S&T Judge briefing
7:25-7:45 a.m.	Two teams warm-up
7:30 a.m.	Timer briefing/relay take-off judges briefing

7:40 a.m.	Scratch meeting: referee, head coaches, team reps, clerks of course and one computer operator
7:45 a.m.	All swimmers out of pool
7:55 a.m.	All officials and timers in place
7:55 a.m.	National anthem
8:00 a.m.	Meet starts

c. **Equipment:**

- (1) **Back-up Starter:** Assign another team should bring their starter and tripod as a back-up in the event of equipment malfunction.
- (2) **Back-up printer and laptop:** Assign another team to bring their printer and laptop as a back-up.

d. **Review Items for Reps to bring to the meet:**

- (1) Relay entry cards
- (2) Awards – box for awards and finisher ribbons (if teams decide to use them)
- (3) 4 stopwatches
- (4) Clipboards and pencils for officials
- (5) Team roster

e. **Physical Logistics:**

- (1) **Map of pool:** It is helpful to distribute to reps a map of the pool and surrounding areas: team areas, the location of food sales, automation table, awards table, announcer, spectator seating, t-shirt pick-up, program sales, etc. It may be easier for clerks to work from own team areas. It is helpful at this time to take the reps on a tour of the pool to give them an idea of where things will be located, the size of the team areas, etc.
- (2) **Choose Team Areas:** These are decided usually by drawing lots. If space allows, it is advisable to have each team bring some sort of canopy to identify their team area as well as provide some shade.
- (3) **Parking:**
 - (a) Prior to the meeting, make parking passes that are easily identifiable and decide how many parking space passes you will be giving each team.
 - (b) Don't forget to take into account if the host team will need additional spaces for food vendors or other special people who will need easy access to the pool.
 - (c) Inform the reps if there are parking issues that they need to relay to their parents (i.e. can't park on street, additional parking areas).

f. **Misc. Items:**

- (1) **Inclement weather:** See the section on inclement weather in the **Dual Meets** section.
 - (2) **Awards:** Because awards distributed only to swimmers who finish 1st through 6th place, team reps need to decide if they would like to provide finisher ribbons for 7th through 12th place finishers.
 - (3) **Recognition of graduating seniors:**
 - (a) Seniors who are graduating from their teams may be recognized at Divisionals. Their names might be listed in the program, or they might be awarded a small gift (balloons are one idea) at half time. (Note: Sometimes this may be done at a team's last "home" dual meet instead).
 - (b) Team reps should come prepared with their list of graduating seniors, or be prepared to email this information to the team in charge of programs.
 - (c) If teams decide to do this, they should include all graduating swimmers, regardless of whether or not they will swim in Divisionals.
- g. **Seeding of Meet Entries:** After all of the logistical items are finished, the team that the Division chose to do automation (if no team selected, then the home team) will have created the Meet Program for the meet:
- (1) Copies will be given to each rep and coach. The coaches and reps should carefully look over the Meet Program for any discrepancies.
 - (2) **Once all reps and coaches have all agreed that it is correct, NO changes can be made until the scratch meeting at the swim meet unless all 6 teams agree.**
 - (3) Have the automation person send a PDF of the heat sheet to the team who will be selling programs. Note that the home team's computer operator may not necessarily be the lead automation person at the meet.

Host Duties Prior to Divisionals

Prior to the swim meet there are logistical items that need to take place in order to run a smooth swim meet.

1. Swim Officials:

a. Referee:

- (1) It is important to have good communication with the meet referee whether or not he/she is from the same team.
- (2) After the organizational meeting, the host team rep sends an email to the referee with the warm up schedule and the names and email addresses of the chief judge, starter, and other reps. This allows the referee to communicate with all those involved to ensure a well-run swim meet.

b. **Other swim officials:**

- (1) If the names of all of the volunteers were not given at the organizational meeting, have the team reps email the names by a certain deadline (i.e. Wednesday prior to the meet). This allows the host rep time to make sure all of the positions are filled.
- (2) Use this list to print out name tags for all of the officials including reps (see template on MCSL website).

2. **Meet materials needed** (download from MCSL website unless otherwise stated):

- a. MCSL Div./Relay Meet Cover Sheet and Scoring summary (2 copies)
- b. MCSL Div/Relay Meet Officials Timers Sheet
- c. Officials' Name Tags
- d. The following are given to the host team at the May reps meeting.
 - (1) Extra relay entry cards
 - (2) Extra DQ cards
 - (3) Awards:
 - (a) For individual events: medals are given for 1st, 2nd and 3rd place; ribbons are given for 4th through 6th place.
 - (b) For relay events: medals are given to 1st place and ribbons for 2nd through 6th place.
 - (c) If teams agree, they may give out finisher ribbons to the other swimmers.
- e. Meet programs: As mentioned previously, have the automation person send a PDF of the meet program to the team who will be selling programs.

Note: Printed slips for judging relay take-offs are not provided. The host team rep will need to download and print them. The slips can be found here: http://www.mcsl.org/documents/Relay_TO_MCSL_2020.pdf. These come 12 take-off slips per page. Two pages will be enough. The printed sheets need to be cut into individual slips.

3. **Food:** Start planning how your team will supply food and refreshments for the meet as early as possible.

- a. Expect about 600 people at the meet. See the section under **Dual Meets** for Montgomery County requirements for selling food.
- b. The host team rep is very busy with other tasks. Several other parent volunteers should take on the big task of organizing concessions at Divisionals.
- c. If your pool does not usually sell food at swim meets, one option is to have a food truck at the meet.
- d. **Food for volunteers:** In order to give the officials a break (and to show appreciation), plan to have food and drinks available for them during the breaks. Find a parent volunteer to take water to timers and other officials during the meet.

4. **Additional Volunteers:** Because this swim meet involves all 6 teams, there are many more people than at a normal dual meet, so additional volunteers are not only helpful, but necessary.
 - a. **2 Parking Attendants:** They will check for parking passes and should be some of the first people at the meet in the morning.
 - b. **Deck Marshal (optional):** He/she will help keep people out of the “hot box” (where the starter and referee stand) and/or other areas where people may cluster and hamper the officials’ abilities to perform their duties effectively.
5. **Set-up:** This is a very busy swim meet so, if at all possible, complete as much set-up work the night before the meet.
 - a. The host team should make team signs for the team areas and mark off the team areas with caution tape if possible.
 - b. Blocking off the area where the starter and referee stand with caution tape will also help to minimize disruptions during the meet.
 - c. Set-up a table at the entrance to the pool where you can give out the name tags and programs for the team reps, officials, and coaches.
6. **MCSL Divisionals/Relay Meet Cover Sheet and Scoring summary:** Fill out as much as possible before the meet starts.

During The Meet

The Divisional meet itself is very similar to a dual swim meet, except that all 6 teams are competing, so there are additional heats of the events.

1. Referee:

- a. At the scratch meeting the referee is encouraged to facilitate with all coaches and reps for introductions, to determine who from each team will sign off on DQs, to determine whether there are swimmers with disabilities, and discuss other issues as necessary.
- b. He/she should give complete instructions to all officials before the meet begins, particularly to the stroke and turn judges.

2. Announcer:

- a. Have the announcer go through the meet program in case he/she has any questions about the pronunciation of names.
- b. Let the announcer know when scores, All-Star qualifying times, and records should be announced.

3. Awards:

- a. Remind the awards volunteers of the following:
 - (1) **Individual events: medals are given for 1st, 2nd and 3rd place; ribbons are given for 4th, 5th and 6th place.**
 - (2) **For relay events: medals are given to only 1st place, ribbons for 2nd through 6th place.**
 - (3) If teams agree, they may give out finisher ribbons to the other swimmers.
 - (4) Printing a copy of what awards are given to which finishers may make it easier for those working at the awards table.

Conclusion of the Meet

1. **Clean up the pool area:** Have the announcer remind all teams to clean up their team areas and call all reps and coaches to the scoring table or other central location to get the meet results.

2. **MCSL Divisional/Relay Meet Cover Sheet and Scoring summary:** Complete the form at the end of the meet by entering the final divisional results.
 - a. **Scoring:**
 - (1) 1st place team earns 20 points
 - (2) 2nd place team earns 16 points
 - (3) 3rd place team earns 12 points
 - (4) 4th place team earns 8 points
 - (5) 5th place team earns 4 points
 - (6) 6th place team earns 0 points.
 - (7) For a 7-team division: the team finishing 7th would also receive 0 points.
 - b. You can then compute the teams' total points for the season and their final rank. The rep and coach from each team will need to sign the cover sheet. Print out a copy of the meet results for each team. Make the DQ log available for coaches to review while the final paperwork is completed.
3. **Send Results to MCSL:** The division automation liaison must report the results to the league by 3 p.m. on the day of Divisionals.
4. **Trophies:** Trophies for 1st, 2nd and 3rd place in each division are given out at the All-Star Relay meet which is held the Saturday after Divisionals.
5. **Special Circumstances:**
 - a. **MCSL Records:** Refer to **What to Do When an MCSL Record is Broken** section of this handbook.
 - b. **Protests:** Refer to **Dual Meets** section of this handbook.
 - c. **Inclement Weather:** Refer to **Dual Meets** section of this handbook.
 - d. **Being a Good Neighbor:** Refer to **Dual Meets** sections of this handbook.

Divisionals – List of Meet Officials:

Referee:

Chief Judge:

Starter:

- 1.
2. (optional)

Head Timer:

Assistant Head Timer:

Automation group (6 – one from each team)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Stroke & Turn Judges (6—one from each team):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Announcer:

Clerk of Course (6—one from each team):

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.

Awards (6—one from each team):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Side Relay Take off Judges (start end, events #27, 28, 49, and 50):

- 1.
- 2.

Lane Relay Take-Off Judges (start end, events #27, 28, 49, and 50):

- 1.
- 2.

(No Relay Take-Off judge shall be from the same team)

Runners:

- 1.
- 2.
- 3.

Considerations When Holding Multiple Divisional Meets Within the Same Division (2021 Season)

This section provides guidance if your division has chosen to run multiple dual, tri or some other combination of divisional meets.

All MCSL rules pertaining to Divisionals still apply regardless of whether a division chooses to run multiple divisional meets. Refer to Rule 13 (Divisional Championship Meet in the Handbook).

Organizational Meeting

It is optimal and preferred if one organizational meeting is still held, but it is not a requirement. If running organizational and seeding meetings separately for each meet within the division, then the entries need to be exchanged simultaneously for all meets within a division if at all possible. If a team desires to make changes after the seeding meeting has completed then Handbook Rule 13.k still applies regardless of whether meets within the division are being run separately; the change will only be allowed prior to the scratch meeting if all six teams in the division agree.

Each sub-meet operates from their own Meet Manager database. As a result, team rosters and entries only need to be imported for those teams swimming in each sub-meet. Thus, each sub-meet is then seeded independently from the other sub-meets.

Officials Staffing

The table below details the number of officials required for each type of meet:

Type of Meet	Referee	Starter	Chief Judge	S&T	Relay Take-off Judges
2 (dual meet)	1	1	0 ¹	4 (2 from each team)	2 (one from each team)
3 (tri meet)	1	1	1	6 (2 from each team)	2 (each from different teams)
4	1	1	1	6 (at least one from each team)	4 (each from different teams)
5	1	1	1	6 (at least one from each team)	4 (each from different teams)
6 (normal divisionals)	1	1	1	6 (one from each team)	4 (each from different teams)

Running the Meet

Use "List" instead of "Score" after every event. The reason for this is that each event will be scored once the results from the separate meets within the division are merged together.

After the Meet

For divisions running a six-team Divisionals, upload the meet results like you would for a dual A meet.

For divisions running multiple Divisional meets within the division, the automation lead at each meet within the division should create a meet backup and then email the meet backup file to automation@mcs1.org. Please specify "Partial Divisionals Meet Backup, Division <n> Teams: <A>,,etc" in the subject and body of the email containing the meet backup. The league automation committee will merge the results and score the meet.

¹ There is no need for a Chief Judge at a dual Divisional meet. Having a Chief Judge will also "unbalance the deck" from an officiating perspective

DIVISIONALS TIMER LANE ASSIGNMENTS

	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
Timer 1 (recorder)	Team 3	Team 5	Team 1	Team 4	Team 2	Team 6
Timer 2 (timer)	Team 1	Team 6	Team 2	Team 5	Team 3	Team 4
Timer 3 (display)	Team 2	Team 4	Team 3	Team 6	Team 1	Team 5

MCSL Divisionals Cover Sheet

Division	Date
Host pool	
MCSL Records Claimed (list event #'s)	

Certification: I certify that, to the best of my knowledge, the swimmers participating in this meet are eligible in accordance with the MCSL Rules

	Team name	Final score	Coach signature	Team rep. signature
1				
2				
3				
4				
5				
6				

