

MCSL MEET MANAGEMENT HANDBOOK

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INTRODUCTION

Thank you for your commitment to your team and to the MCSL.

This booklet is an attempt to collect, update and expand guidance for organizing and running MCSL meets. However, the information here is meant to be a **guide**. If there seems to be a discrepancy between information contained here and that found in the MCSL Rules Handbook: **the Rules “rule”**. Hopefully this document will assist both the new and experienced team representatives. Please contact us if anything is unclear, inaccurate, or missing. Feel free to share with us any tips you’ve found helpful in organizing your team and running your meets. We may add those in future editions.

During the season, make sure to consult the MCSL homepage at www.MCSL.org for timely information.

The recommendations in this document are intended for the organization of MCSL (“A”) meets. Teams may decide their own rules for “B” meets; results of those meets will not contribute towards placement in the league. However, in organizing “B” meets, team reps may wish to refer to/follow the procedures contained in this document, especially the section of this handbook titled “Advice on “B” Meets”.

While this handbook is written from the perspective of the usual 6 team division, adaptations can be made for divisions containing greater or fewer teams. Should this be necessary, team reps from the division with more/fewer than 6 teams may consult the MCSL webpage for the meet schedule and additional documents specifically designed for that unique division.

ORGANIZATION OF LEAGUE

The Montgomery County Swim League (MCSL) is comprised of more than 90 teams. Teams are grouped for competition based on the times swum by each team’s athletes during the previous season. “A” Division has the teams with the overall fastest times from the prior season; “B” Division, the next fastest, and so on down the alphabet. New teams lacking times in events comparable to those of MCSL enter the league in the lowest division. If an incoming team has times (from competition in another swim league) in comparable events, MCSL may place the team in a higher division in an attempt to create fair competition.

Generally, each complete division has six (6) teams, ranked 1 (fastest) to 6 (slowest). The lowest division(s) may not have six teams. It is necessary to know the team’s ranking in order to figure out the meet schedule. For example, suppose division “K” had these teams:

1. Long Branch
2. Bannockburn
3. Norbeck Hills
4. Whetstone
5. Rockshire
6. Kenmont

Rockshire is the number 5 team. Using the grid below (also found in the MCSL Handbook), Rockshire has the following schedule: Meet 1—away vs #1 (Long Branch); Meet 2—home vs. #2 (Bannockburn); Meet 3—away vs. #3 (Norbeck Hills); Meet 4—away vs. #4 (Whetstone); and Meet 5—home vs. #6 (Kenmont)

DATE	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
TEAM	H-V	H-V	H-V	H-V	H-V
1	1-5		1-4		1-2
2	2-4		2-6	2-3	
3		3-1	3-5		3-4
4		4-6		4-5	
5		5-2			5-6
6	6-3			6-1	

The MCSL regular season competition includes the five dual (“A”) meets which are contested on Saturday mornings, as well as two division-wide meets: the Division Championship Meet (**Divisionals**) and the Division Relay Meet (**Relay Carnival**). For the most part, the MCSL schedule is determined by vote at the July MCSL Reps meeting of the prior season. However, the date for the Division Relay Carnival is determined by each division’s team reps during that season’s April MCSL meeting. Teams may also choose to arrange “B” meets, usually on weekday evenings. **These meets are not scheduled by MCSL, nor do they count towards a team’s standing within the league.** “B” meet schedules may be arranged with different opposing teams each year, or according to the proximity of the teams to one another, or by creating an ongoing “B” league (same teams swim against each other every summer).

THE TEAM REPRESENTATIVE: **Responsibilities and Suggested Timeline**

Every member team in the Montgomery County Swim League (MCSL) must have a team representative and should have an alternate team representative. The team rep attends all MCSL meetings and acts as a liaison between the MCSL and the team. The team rep must be familiar with all MCSL rules and would benefit from familiarity with USA Swimming rules.

The team rep has responsibilities within the league as a whole, within his/her team's division, and within the team itself (interactions include, but may not be limited to: coaches, swimmers, parents, and pool management). Staffing and running the meets is only one part of the job. While every team is organized a little differently, what follows is a guide to provide the team rep (especially a new one) an overview of necessary tasks and a timetable for completion.

Recommended Team Rep Timeline

September-November

1. **Start Getting Coaching Commitments:** Ideally, plans were discussed with the coaches in August, at the end of the previous swim season. If the team will need a new head coach or assistant coaches, start looking immediately! Some teams like to promote from within their current coaching staff. To find qualified coaches from outside the team, a team may place an ad on the MCSL website (send ad to web@mcsl.org, cost is \$10). Review other coaching ads to get an idea of what to include. Other resources for finding a head coach include year-round swim clubs (ex. RMSC, Tollefson, Tiburones, etc).
2. **Determine coaches' salaries.**
3. **Meet with Your Swim Committee (if applicable):** If the team has an executive committee, a meeting should be scheduled in the fall to start planning for the next swim season and to fill any committee vacancies. A swim team committee is strongly recommended as a way to share the workload of a busy summer season.

December/January

1. **Start Establishing Swim Team Calendar:** MCSL reps voted for the swim meet schedule a few months ago, in July. Check the website for dates and locations of the team's swim meets as well as league-wide meets (i.e., All-Stars). Put them on the team's calendar. Confirm the dates for the Reps' meetings; traditionally February through July on the 2nd Thursday of each month. Using these dates, as well as those of any team social events, determine whether there are dates which would require closure of the pool to the general membership. Also, set the team's practice schedule to reserve the pool time. These dates and times often need to be approved by the swim club's executive board and/or pool management. If the team uses an outside vendor for team photos, schedule with the photography company.

2. **Establish a Budget:** Review last year's actual expenditures versus budgeted amounts. This will help to set the season's budget. Now is a good time to discuss with committee/coaches any additional items that need to be purchased as well as potential new events to include in the following season. If necessary, budget for the purchase of items for which the pool board may be able to contribute financially (ex. lane ropes, flags).
3. **Review Automation and Other Equipment:** Confirm that the team has a working laptop and printer for the season, as well as copies of all necessary software. Check to make sure that the starter is working and be sure to keep it plugged in to charge the battery.
4. **Determine Registration Fees:** Decide whether or not to increase swim team registration dues based on budget.

February/March

1. **Attend February/March MCSL Meetings.** In March, vote on prospective rule changes and receive your team's MCSL invoice from the Treasurer.
2. **Update Team Website:** Add the new calendar and any other new information. Parents will soon start looking at the website for information.
3. **Fill Vacant Volunteer Positions:** Ideally some positions were filled after the previous season. It is easier to recruit parents during the season rather than later. Critical positions to fill in advance are automation volunteers (2-3) and certified swim officials. No team wants to be desperately looking for an automation person in May! Some teams require parents to work a certain number of hours or they must pay an additional fee. This requires someone to keep track of who actually works a meet, use of team management software or websites may help.
4. **Review Certified Officials List on MCSL Website:** In order to be a certified swim official (stroke and turn, starter, referee), one must attend the appropriate clinic. The MCSL Executive Board schedules clinics every spring (see MCSL website for details). Once certified, swim officials need to be recertified every other year. Check the website to see which team officials need to recertify, and send them reminders. Ideally, a team should have at least six stroke and turn judges, two starters, and two referees (note: a referee must first be trained/certified as a stroke and turn judge). However, **it is always better to have more swim officials.** Encourage families with young kids to consider becoming certified officials since these people may be around for many years.
5. **Select Swim Team Suits and Spirit Wear:** Choose a team swimsuit for the season. The team may also want to design team caps and t-shirts. Many teams keep the same team suit for at least two years. The earlier a team's vendor knows which suit the team

will use, the more likely he/she can fill your order. Start thinking about the spirit “theme” for the season. The key is planning ahead.

6. **Confirm Your “B” Swim Meet Schedule:** While these meets are not sanctioned by MCSL, most swim teams schedule “B” meets so swimmers who may not qualify to swim in the Saturday events have a chance to compete. Some teams fill these meets ad-hoc each season with other MCSL teams, while others have a set “B” league. It is always better to confirm these meets prior to or early in the season so that parents, swimmers, and coaches can plan ahead. “B” reps and “A” reps should cooperate with each other as much as possible.
7. **Check Ribbon Supply:** Check supply of “finisher” ribbons for “A” swim meets (if the team distributes these) and the ribbon supply for “B” meets (see order form on the MCSL website for suggested correct amounts). Place an order if necessary. It is best to order more ribbons than the team needs because once the season starts the supply of ribbons may be limited. Ribbons for home “A” swim meets are supplied by MCSL (1st-6th place). These are distributed at the May Reps’ meeting. Teams supply their own “B” meet ribbons.
8. **Decide about BIG Swim Meets:** Consider whether the team wants to host either the “A” Relay Carnival or the Divisional Swim Meet. These meets are comprised of all six teams and can therefore be very challenging to organize and run. Review the “Divisional Meet” and “Relay Carnival” sections of this handbook to see what these meets involve. Discuss the possibility of hosting a large meet with the swim team’s leadership committee. When making a decision, take into account these factors:
 - a. Size of the pool (8 vs. 6 lanes) and depth of pool (deep water better than shallow)
 - b. Adequate parking space
 - c. Adequate deck/lawn space for 600
 - d. Logistics of selling food and drinks to so many people (county permit required)
 - e. Enough parent volunteers to assist with set-up/clean-up
 - f. New Reps: Will someone from your team who has run these meets before be available to help?
 - g. Consult the Meet Manager book for information regarding the actual meet.
9. **Verify Team Contact Information on MCSL Website:** Update contact information on MCSL website for your team: coaches, team reps, automation volunteers. **April 1st** is the deadline for inclusion in that season’s MCSL Handbook
10. **Plug in and charge your Colorado Starting Device.** Make sure it is in working order. If your team needs any new equipment (starting mechanism, microphone, tripod, external speaker), notify rules@mcsl.org and the league can assist with ordering this (team provides payment).

April/May

1. Attend April and May MCSL Meetings:

- a. In April, pay team dues (shown on invoice from March meeting) Teams with unpaid bills at the **May** meeting will not receive “A” meet ribbons, copies of the green Meet Manager handbook, or MCSL handbooks. When the bill is paid, these supplies will be furnished
- b. April: Select host pools for Division Relay Carnival and Divisional Championship Meet.
- c. April: Select a division automation liaison and a division volunteer coordinator (the latter will obtain volunteers from the division for the All-Star meets).
- d. April: Discuss and decide on any other common division issues: will a team make/sell division t-shirts? Divisional programs? Does the division want to distribute finisher ribbons?
- e. May: Team reps hosting Relay Carnival or Divisionals should check the awards as soon as possible to make sure they have received the correct awards and the proper amounts.

2. Confer with your club and your swim team committee to determine whether there are any applicable federal, state, or local laws; zoning restrictions; and insurance issues.

- a. Many MCSL teams currently operate swim meets under special restrictions by the Montgomery County Government Board of Appeals as part of their “Special Exemption” status in the neighborhood. All clubs are vulnerable to similar restrictions if surrounding neighbors are disturbed. The complete Montgomery County Noise Ordinance can be viewed at www.montgomerycountymd.gov Look in the Department of Environmental Protection under noise control in Montgomery County. Questions may be directed to the Department of Environmental Protection or 240-777-7770.
- b. *Operating restrictions imposed on pools are often the result of conflict between adjoining neighbors and the club.* Please refer to the “Dual Meet” section of this handbook for important considerations the host pool should make in order to assure that the swim team will be a “friendly neighbor”.
- c. If the team had problems with neighbors in the past, consider publishing the team’s home meet and social schedule in a community newsletter or flyer. Some neighbors may wish to schedule themselves “away” at those times. In the newsletter: inform them of specific measures the team will make in an effort to be a good neighbor.
- d. If the team will operate a concessions stand, contact the Montgomery County Dept. of Health and Human Services, Licensure, and Regulatory Services for information about county regulations regarding food service. 240-777-3986 or view info online at www.montgomerycountymd.gov/licensure.

3. Conduct Registration: Some teams have on-line registration while others use paper registration. The key is to have **one** place where swimmer information is kept. Once the season starts, accurate swimmer information is **critical** for creation of the team roster.

4. **Complete Coaches' Contracts:** Have coaches sign their contracts as early as possible. This way, in the event of a problem or conflict, there is still time to make adjustments.
5. **Meet With Coaching Staff:** Schedule a meeting with the entire coaching staff. Perhaps have the coaching staff, all reps (and leadership committee if applicable) meet for lunch to allow everyone to get to know one another before the season begins. Discuss:
 - a. Schedules/foreseen conflicts and expectations
 - b. New or important information from the league.
 - c. Distribute MCSL handbook(s) to coaches and make sure they are familiar with the rules, safety guidelines, meet entry procedures (especially Friday meet entry swap).
 - d. Review athlete protection policies. Links on athlete protection guidance may be found on our website: www.mcsl.org.
 - e. Learn coach's philosophy regarding meet entries and put it in writing. It is wise to ascertain the criteria behind a coach's choices early and put it into the team handbook or on team website. The fact that final entry selection is subject to coach's discretion should be made clear. This will be especially helpful in helping parents and athletes to know how meet selections are made for "A" meets, the Relay Carnival, and the Divisional Championship meet.
 - f. Familiarize coaches with "Codes of Conduct" which can be found at www.mcsl.org.
 - g. Discuss how to best ensure **good sportsmanship:**
 - (1) Encourage swimmers to wear team gear at swim meets; being outfitted in the same way helps build team identity and spirit.
 - (2) Keep cheers and psyche-ups *friendly* and *wholesome*. Pump up the team without putting the other team down. When selecting cheers, consider the fact that there may be very young swimmers present, and keep content appropriate.
 - (3) Maintain a team emphasis on fun and personal improvement.
 - (4) If there has been a problem with parents or children on the team being overly competitive with each other, look at your team organization and investigate ways to tone down this competitiveness.
 - (5) Stress the importance of including **ALL** swimmers in **ALL** team activities. Consider having all athletes attend all the meets. Those not swimming should be cheering and (older kids) helping the coaches.
 - (6) Make the focus on personal improvement, not just points scored.
 - (7) Encourage coaches to utilize teenagers in leadership roles. For example, let them help pick the team suit, choose (with supervision) meet themes, etc.
 - h. Ensure the coaches and pool management coordinated with each other regarding availability of the pool for practices and meets.
6. **Recruit Volunteers (yes, again!):** As the season prepares to begin, directly approach parents on the team and ask them to get trained in certain positions. Do not wait around

hoping people will step up – make it happen. **Frequently remind parents that it takes over 35 parent volunteers to run a swim meet. Delegate!** The swim season is extremely hectic, so whenever possible, delegate jobs. Most parents are willing to do one-time jobs, such as organizing the trip to Six Flags or organizing refreshments for officials at swim meets. The team rep can't (and shouldn't try to) do it all. Bear in mind, however, if a job is delegated to someone else, the team rep must avoid micromanaging.

- a. **Automation:** Confirm that the team has two or three people trained /willing to be trained in operation of the team/meet management software. The computer operator position is critical since a swim meet cannot be seeded and recorded without skilled automation volunteers. **Ensure volunteer attendance at one of the MCSL Automation clinics which take place in June.** Check MCSL website for dates. Unfortunately, automation can be a thankless and nerve-racking job. In looking for volunteers to fill this role, consider people who handle stressful situations well. It may be easiest if one computer operator takes the lead and several others provide extra help.
- b. **Swim officials:** Create schedule of which officials are working which swim meets
- c. **Clerk of course:** It is a good idea to have three or four people who know how to do this important job of placing swimmers in the correct events/heats/lanes.
- d. **SSL supervisor:** If swimmers will be trying to accrue student service learning hours for Montgomery County Public Schools, refer to the "SSL Information" link at www.mcsl.org. It helps if someone besides the team rep will organize and supervise this important task, keep track of hours, and sign paperwork

The team "A" rep should not volunteer for any other meet positions as it is his/her responsibility to be available throughout the meet in the event of any problems.

7. **Plan a Parent Meeting/Social:** Consider a structured meeting or activity where all reps, committee members and coaches are available for questions. New parents are completely blindsided by the all-consuming and frantic pace of the swim season, they will need extra help and time.
 - a. Relay important information from the league.
 - b. Distribute MCSL Handbooks and/or a flyer with basic information that new families need to know, including how to contact all reps and coach. If you have a team handbook, give it out at the parent meeting.
 - c. Educate parents on meet entry rules.
 - d. If you have a team website, make sure everyone knows about it. Remind parents to look at the team website for detailed information as well as updates on team activities.
 - e. Read them the "Parent Code of Conduct" found on the MCSL website. Emphasize the importance of good sportsmanship and friendly competition. **This is very important.**
8. **Check Supplies and Equipment:** Before the season starts, check to see that supplies are sufficient and (if applicable) in working order: DQ cards, automation supplies (paper, ink

cartridges), sharpened pencils, lane lines, backstroke flags, starting device, stop watches (25), and extra batteries.

June/July

This may be a hectic time as everything comes together. Despite all of the pre-season planning, it is not unusual to experience some crisis or drama. The key is to remain flexible and patient. Need help? Contact the previous rep, other reps in the division, or someone on the MCSL board.

1. **Attend June and July MCSL Meetings. At the June meeting pick up all meet paperwork.** Bring your team's coach(es) to the June MCSL meeting for the annual Coaches Briefing on MCSL rules, updates, and the importance of good sportsmanship.
2. **Ensure that parent volunteers attend certification clinics for officials and automation this month.**
3. **Running a Meet:** This green Meet Manager Handbook is the main guide for running a swim meet. Refer to it often. Helpful things to bring to the swim meet:
 - a. Green Meet Manager book
 - b. MCSL white handbook (has rules as well as reps/coaches info)
 - c. Hard copy of roster with phone numbers (in case someone doesn't show up)
 - d. Printout of "A" meet line-up for your team
 - e. Back-up starter and tripod (if away meet)
 - f. List of the team's volunteer officials for that meet
 - g. Print-out of directions/address of pool (if away meet)
 - h. Watches box
 - i. Finisher ribbons and ribbon box (awards volunteer may take these)

At the beginning of a swim meet, introductions should be made between the team reps and the referee. In this way everyone knows each other in case there is a problem. The referee's job is to enforce the rules of the meet. The team rep and the head coach need to be familiar with the rules (see the MCSL white handbook) so that if a concern arises, they can provide insight and support towards solving any problems or answering a question. ***If there is a problem, only the relevant parties should be involved (usually the Reps, referee, and sometimes the head coaches.*** Discussion should take place away from parents/swimmers. The goal is to solve any problem in a quick, calm, and rational manner. Advance planning, good organization, and advance training and education of the coaches, athletes, and parent volunteers will go a long way towards preventing problems. However, the potential for conflict is present. The team reps and the referee should follow all rules and guidelines set forth in the MCSL Handbook. If absolutely necessary, contact the MCSL Rules Committee.

4. **Provide Support for the Volunteers:**
 - a. It is helpful for the team rep to understand all volunteer positions in order to be able to teach and help new volunteers learn their job responsibilities.

- b. During a swim meet, check in with the clerk of course, automation team, and coaches to make sure things are running smoothly.
 - c. Particularly on very hot days, make sure officials are being served water. Request that the announcer remind all participating to drink water and stay in the shade if possible.
 - d. Towards the end of the season it may be challenging to obtain parent volunteers. Make an effort to get to know the parents and they will be more likely to help out.
 - e. During the season is also a good time to start recruiting for key positions for next year (automation, co-rep, certified officials).
5. **Communication:** The key to having a successful swim season is communication with the coaches and the parents.
- a. If the team has a new head coach who is unfamiliar with the requirements of a swim meet (ex. exchanging rosters and line-ups), be available to answer questions.
 - b. During the swim season, the team rep is on call nearly 24/7. Communicate often with parents regarding social activities and swim meets. Sending several email reminders should not be considered “overdoing it”. Short and one idea emails may be more effective than long emails.
 - c. Consider a Monday email reviewing the week’s schedule with times, locations, etc. Update the team website often since this is may be the first place parents look for information.
 - d. Have a weekly meeting with coach and leadership committee. Discuss any concerns. The goal is to head off any situation before it becomes a major problem, especially before it becomes a major scene on deck in front of the kids.
6. **Follow Procedures for Big Meets:**
- a. Check the MCSL website for information on how to scratch swimmers from Coaches’ Long Course and the Individual All-Star and All-Star Relay meets. Discuss with your head coach who will go online and enter any scratches. Notify **automation@mcsl.org** of scratches no later than the date published on the website! These deadlines are critical to allow proper seeding of the meet and to extend an invitation to additional swimmers if necessary. Your team may be charged a fee if your athlete fails to scratch in a timely fashion and then does not show for the event.
 - b. Remind athletes participating in these meets of the MCSL rule banning them from wearing a suit or cap that bears the name, insignia, or logo of any team or pool other than the MCSL pool they are representing.

Late July/August

1. **Attend July MCSL Meeting.** Vote on next season’s schedule.

2. **Hold a “Recap” Meeting:** Meet with your committee and coaches immediately following the end of the season to give everyone an opportunity to reflect on the season.
 - a. Consider improvements that could be made and/or suggestions for next year now, while things are still fresh in everyone’s minds.
 - b. Talk with each coach individually to find out what they liked/didn’t like/could be improved/changed for next season. Ask assistant coaches about their thoughts on the head coach.
 - c. If the coach is to return, this is a good time to ask about his/her plans for the next year. If possible, get verbal commitments, but realize that people’s plans do **change**.

3. **If you are to “retire” from your position as the team rep:** Ensure that all your files are orderly and relinquish them promptly to the next team rep. If at all possible, spend some time mentoring the new volunteer.

Some Words of Wisdom from Experienced Team Reps

One key responsibility of the team rep is to act as an intermediary between the coaches and the parents. Bear in mind there are many young and less experienced coaches in summer league swimming. They may not know how to handle some of the very “enthusiastic” parents. A supportive team rep will respect the coaching staff and their decisions. Critical to making this work is good communication between both parties; they should be comfortable approaching each other with concerns. **Consistency in communication on the part of both reps and coaches is vital.**

Problems can escalate quickly if not dealt with in a direct and efficient manner. The two months of summer swim team are intense, fast-paced, and jam-packed with activity. Not only is the weather hot, but it is an exciting and emotionally charged time. Watch out...this combination can lead to combustion! Maintaining patience with the parents goes a long way to making things easier. Many times it is enough just to listen to the parent’s concern. Other times it may be necessary to educate about rules, procedures, and formats (ex. How “A” meet line-ups are created, reasons a swimmer may be disqualified, etc). Whenever possible, **communicate ALL WAYS and ALWAYS.**

Unfortunately, no matter how well the team rep may plan ahead, organize the team, and communicate with people, there are likely to be some problems. Remain calm and remember the MOST important thing: **This is for the kids. If they are having fun, it is all worth it in the end!**

Kathy Aitken, Scott Bogren, and Liz Novatny (MCSL Board members) are available to answer questions and can be reached at **repsupport@mcsl.org.**

DUAL MEETS

Time Trials

Time Trials is a “meet” in which the team’s swimmers swim every event in order to get a baseline time for the season. Usually the coach uses this time in creating the line-up for the first “A” meet of the season. Most MCSL teams run the time trials meet the week before the first dual meet. Use this meet as a test run for meet operations — everything from volunteers and food service to automation and officials. Because this “meet” involves only your team (no opposing team volunteers), you will need extra help to supply the correct number of volunteers (i.e. 18 timers, 4 stroke and turn judges, etc.). In general, someone from every family will need to volunteer. No ribbons are given out at this meet. This is also a good time to review the MCSL rules for running a dual meet (see white MCSL Handbook). With the start of the swimming season, review the guidelines for being a good neighbor by keeping the noise down and parking in appropriate areas (see Appendix C).

One Week before the Dual Meet

1. **Volunteers:** Check your meet volunteer sign ups (many teams automate this information) and begin recruiting parents/volunteers for any responsibilities left unfilled. It’s a good idea to have some back-up volunteers ready if necessary. Refer to the white MCSL Handbook for detailed descriptions of official positions (see *Guide for Officials*) and Appendix B for additional descriptions of volunteer duties.
2. **Supplies:** Check supplies needed to run a dual meet and replenish if necessary (See Appendix A).

Position	Home team	Visitor
Certified Referee	1	
Certified Starter		1
Certified Stroke & Turn	2	2
Announcer	1	
Clerk of Course—Head	1	
Clerk of Course—Asst		1
Head Timer	1	
Asst Head Timer		1
Timers	9	9
Scorer		1
Computer Operator	1	
Verifiers	1	1
Ribbon Writers	1	1
Runners	2	
Set-up/take-down pool	5-6	
Refreshments for officials	4-5	
Meet program seller	1	

Wednesday/Thursday before the Dual Meet

1. **Communicating with visiting team:** The home team rep sends an email to the visiting rep including pool directions, parking areas/restrictions, team areas, duration/time of warm-ups (usually 20 minutes) and any other pertinent issues. If there will be a special event, such as recognition of the graduating seniors, alert the visiting team and invite them to participate. Also request that the visiting team bring their starting device, computer, and printer as a back-up (in the event of equipment malfunction).
2. **Meet line-up:** Most MCSL teams disseminate preliminary dual meet lineups on Thursday. This gives the coaches time to confirm swimmers attendance at Saturday's swim meet and make changes if necessary before the line-up exchange on Friday. Each team is only permitted to scratch/replace three swimmers at the meet on Saturday (see MCSL Handbook for details of scratch rules).
3. **Communicate with coaches and parents:** Meet with the coach to determine what time swimmers and volunteers need to be at the pool for warm-ups (if at home) or to caravan over to the other pool (if away). It is best to communicate this information in multiple

ways to swimmers and parents (i.e. verbally by coach to swimmers, emails to parents, post on website).

4. **Meet entries and roster:** On Thursday, double check that all swimmers are on your official roster. *A swimmer added to the roster after noon on Friday is not eligible to swim.* The team rep or the coach should create a new roster every week, updating information and including pre-team swimmers. Confirm with coach and automation coordinator the details of Friday's entries / roster exchange, including whether or not the data exchange will take place at a coaches meeting or via email. ***It is imperative that the phone numbers (home and cell numbers) of the head coach, team rep and lead automation person are correct on the MCSL website in case of problems with the meet entry or roster files.***

Friday Before the Dual Meet

1. **Exchange of line-up and roster:** The exchange of meet entries and rosters by the coaches takes place around noon on Friday at the home team's pool. At this meeting the visiting coach selects lanes (even or odd), is shown the location of the team area, and may discuss other last-minute issues.
 - a. The home coach receives the following:
 - (1) 1 copy of the visiting team's meet entry report (1 copy each of the boys' entries and the girls' entries).
 - (2) Electronic data with the visiting team entries and team roster.
 - (3) A paper copy of the team roster.
 - b. The visiting coach receives the following:
 - (1) 1 copy of the home teams' meet entry report (1 copy each of boys' entries and the girls' entries).
 - (2) A team roster.
 - c. **Any last minute handwritten changes supersede the entries in the electronic data.** If there is a problem with electronic copy of the meet entries, then the hard (paper) copy is considered the official entry. If the relays do not show up in the electronic copy of the meet entries, it should be assumed that each team will enter 2 relays per relay event.
 - d. The MCSL Board recommends this face-to-face exchange on the Friday before a dual meet. *If both teams agree*, the lineup entries and rosters may be exchanged via email. If so, these become the official entries for the meet. No changes will be allowed subsequent to the electronic mail exchange without the consent of both teams. Team reps and coaches should be aware that the emailing of lineup entries provides an opportunity for one team to change its lineup after viewing the entries received. It is highly unlikely that entries would be emailed simultaneously.

2. **Volunteers:** Check your volunteer sign-up and send an email requesting additional volunteers if necessary.
3. **Communication with parents:** Send another email to parents:
 - a. Times that swimmers and volunteers need to be at the pool.
 - b. Directions to the other pool, if away.
 - c. Instructions on how to best contact head coach if swimmer becomes sick.
 - d. Special instructions about the meet or pool, such as “Senior Send-off”.
4. **Print out the following:**
 - a. List of volunteers
 - b. Volunteer nametags (if used)
 - c. Updated roster with all family phone numbers
 - d. Copy of meet entries
 - e. MCSL Dual Meet Cover sheet (downloadable from the MCSL website)
 - f. Several copies of directions to pool, if applicable
5. **Set-up pool:** If possible, do as much of the pool set-up Friday night. It is ideal to set up tables and chairs, lane lines and backstroke flags the preceding evening.
6. **Meet programs:** Have the automation coordinator print out meet programs and timer sheets (sorted by lane) the evening before a meet. Automation should make approximately **21 meet copies to give out to officials:**
 - a. 4 for clerks of course – 2 each team
 - b. 1 for announcer
 - c. 1 for referee
 - d. 1 for starter
 - e. 4 for stroke and turn judges
 - f. 6 for coaches – 3 each team
 - g. 4 for team reps – 2 each team

Most teams also sell meet programs. Depending on the size of the teams, print an extra 25- 45 copies to sell.

It is not usual to have some problem the night before a swim meet so the rep, head coach and assistant head coach (and preferably lead automation person) should remain available via phone.

Saturday Before the Meet Begins (Host Team)

1. **Materials needed for meet:** See Appendix A at the end of this section for materials needed to run a swim meet, whether home or visiting.

2. **Finish setting-up pool:** Depending upon how much pool set-up was accomplished the night before, direct parent volunteers to arrive about 30 minutes prior to the home team's warm-up to finish setting up. It is easier to set-up the pool without the swimmers present. The host pool should be ready by 8:00 a.m.
3. **During home team warm-ups:** This is a good time to confirm all volunteer positions are filled and, if necessary, recruit parents on the spot (i.e. missing timer). Also check to make sure the following are ready:
 - a. Lane timers sheets
 - b. Copies of meet programs (to sell and for officials)
 - c. Timers are assigned lanes and given watches / name tags
 - (1) It is advisable to place your most experienced timers in the pool's middle lanes.
 - (2) Timers are assigned to lanes as follows:
 - (a) Lanes where the visiting team swims: 2-home timers and 1- visiting timer.
 - (b) Lanes where the home team swims: 1-home timer and 2-visiting timers.

Note that warm-up times must be the same for each team. The head coach should also be checking that all the swimmers are present. Attempts should be made to contact any athletes who are missing, so that coaches can determine if it will be necessary to replace them in accordance with the MCSL scratch rules.

4. **During visiting team warm-ups:**
 - a. The home team rep should greet the visiting team rep upon his/her arrival and acquaint him/her with the locations of the various areas: team area, automation, clerk of course, and awards table.
 - b. Provide locations and times for timer meetings and the officials' briefing.
 - c. If using name tags, distribute them and give the visiting rep copies of the meet programs.
 - d. Home team announcer should check with visiting rep to confirm pronunciations of swimmer names.

Both team warm ups should end no later than 8:45 a.m.

5. **Officials' meetings:** The head timer or starter holds the timers' briefing meeting no later than 8:30 a.m. The meet referee holds an officials' briefing at or before 8:30 a.m. with the starter and the 4 stroke and turn judges.
6. **Scratch meeting:** At about 8:45 am, the referee calls the scratch meeting.
 - a. The referee, both clerks, both team reps, a coach from each team and the computer operator should be present for the scratch meeting. It is a good idea to have the announcer present, as well.

- b. Each coach is allowed to scratch 3 swimmers and replace them with other swimmers on the team roster (details on scratch rules are in the MCSL Handbook under the **Dual Meets** section). Both the coach and rep should know the scratch rules prior to the first meet.
 - c. All in attendance at this meeting should make the changes to their meet programs accordingly. If there are scratches: automation personnel and clerk of course volunteers correct the lane timer sheets and then they are given to the timers.
 - d. Each team coach should share no shows at the scratch meeting. No shows are swimmers, other than those being scratched, who won't be swimming. Doing this will prevent the clerks from searching for missing swimmers and allows the announcer to update his/her program. **No shows are not scratches.** If the no-show athlete arrives late for the meet, he/she may still swim any entered events that may remain.
 - e. The referee will determine who from each team will be acknowledging DQs during the meet and where on deck that individual will be located.
7. **Start of meet:** Follow local noise ordinances (if there are any) and avoid use of the PA system before 9:00 a.m. Call the first event to the starting area at 8:55 a.m. At 9:00 a.m.: play the *Star Spangled Banner* and begin the dual meet.

Saturday Before the Meet Begins (if Visiting)

As the visiting team, remember to be respectful of the other team's pool rules. Follow the host team's directions on warm ups, reporting to the clerk of course, keeping the deck clear for officials and swimmers, and other aspects of pool management.

During the Dual Meet

The team rep should never volunteer for any other position during the meet. The responsibility of the team rep once the meet begins is to make sure things are running smoothly, be available to the referee if needed, and deal with any problems as they arise. Home and visiting team reps should check in with each other regularly during the meet as well.

1. **Refreshments for officials and coaches:** It is a good idea for one volunteer to be in charge of refreshments for the officials and coaches. Food and drink should be set-up before intermission. This person should also supply timers and officials with water during the meet, particularly if it is hot outside.
2. **Meet cover sheet (downloadable on the MCSL website):** The two team reps should complete the meet cover sheet at this time: listing the teams, coaches, and officials. Leave this sheet at the computer/awards table to have the meet final score added upon the meet's conclusion.
3. **Check on volunteers:** During the swim meet, the team reps check in with all volunteers regularly throughout the meet to ensure things are going well and to handle any issues that may arise (see Appendix B for details of volunteer duties).

At the Conclusion of the Meet

1. The announcer reminds the teams to clean up their areas and announces the final score.
2. The visiting and home team reps sign the meet cover sheet once the final score has been filled in. **The home team rep keeps the following items until September 1st (in case of a protest):**
 - a. **The meet cover sheet (signed by team reps; includes score and names of meet officials)**
 - b. **Electronic meet results**
 - c. **Relay cards**
 - d. **Timer sheets**
 - e. **DQ cards**
 - f. **Each team's dual meet entry report as marked by the clerk at the scratch meeting.**
3. Each team receives electronic and paper copies of the meet results.
4. The volunteers at the awards table finish labeling the ribbons and give them to either the coaches or team reps.
5. The home team is responsible for sending an electronic copy of the meet results (as well as Meet Manager back up, if requested by the division automation liaison) and the meet score *to the division automation liaison by 2:00 p.m.* Once again, the home team should **keep all paperwork** until September 1st of that year.

Protests

1. If at all possible, team reps, coaches and the meet referee should work together to resolve any issues/disputes that arise (involving stroke and turn violations, swimming and event eligibility technicalities, or any other issue) ***during the meet.***
2. If there is an issue involving turns, strokes and other swimming and event eligibility technicalities that cannot be satisfactorily settled during the meet, a formal protest must be lodged with the referee within 30 minutes after the scoring of the meet has been completed.
3. Protests involving problems that arise during the meet shall be referred, within 3 days, to the Chairperson of the MCSL Rules Committee. A protest form can be found on the MCSL website on the forms page. To file a protest following a meet, complete this form in its entirety and email it to **rules@mcsl.org**. For more information on protests and procedures, see Rule 19 in the MCSL Handbook.

Inclement Weather

1. Safety always comes first. Generally speaking, a meet may be held as long as there is no thunder and lightning, and it is not raining so hard that the main drain is not visible from the surface of the water. If it is raining hard enough such that stroke and turn judges cannot adequately perform their duties, the meet should be temporarily suspended.
2. Be aware of the pool's inclement weather and evacuation policies should it be necessary to clear the pool deck due to lightning and/or thunder.
3. Preferably, the pool management company should have a representative on-hand during dual meets to handle inclement weather situations. If this is not possible, then the referee confers with the home rep and home coach, to decide whether or not to stop the meet.
4. If weather becomes so threatening that either of the team reps or the referee feels that the situation is dangerous, even if it does not meet the pool company rules for closing, the meet should be stopped and swimmers and spectators evacuated.
5. In the case of impending inclement weather, team reps should discuss contingencies in the days leading up to a meet and during the dual meet.
6. If weather postpones or interrupts a meet:
 - a. The meet must be rescheduled by mutual agreement of the team reps *before the next scheduled dual meet*, in general, before the next Saturday. If a time cannot be agreed upon, then the date/time shall be determined by the flip of a coin.
 - b. The rescheduled meet — or portion of the meet — is considered one continuous meet and all applicable MCSL rules apply as though the meet were swum as scheduled. Thus, the meet entry report and rosters originally exchanged on Friday are still in effect. Changes to those entries made at the original scratch meeting remain in effect. There is no new scratch meeting.

MCSL Records

If you have reason to anticipate that an MCSL record will be set by one of the team's swimmers, be prepared. The referee, head timer and the three lane timers must sign the lane/timer sheet and a copy of the lane/timer sheet must be submitted to the MCSL records chairperson. Please consult the MCSL Handbook's Rules for Competition, section 20 (*Records*), or the "*What to Do When an MCSL Record is Broken*" link on the MCSL website.

APPENDIX A: Meet Materials List

Home Team

- Meet Management Handbook (Green Book)
- MCSL ribbons (provided by MCSL)
- Finisher ribbons (if team uses)
- MCSL Handbook
- Stapler and staple remover
- Computer
- Printer and appropriate drivers
- Printer paper
- Printer labels
- Printer ink cartridges
- Scissors
- Power strip
- Heavy-duty indoor/outdoor extension cord
- Teams' meet entry data on a thumb drive
- Pens
- Pencils
- Pencil sharpener
- Clipboards (12 — 6 for lane timers 6 for meet officials)
- Watches (at least 12); ideally 20 watches that work
- Rubber bands
- Whistle
- DQ cards and relay cards
- MCSL Meet Cover Sheet
- Meet paperwork (programs, lane/timer sheets, meet rosters)
- National anthem
- Name tags
- Starting equipment
- Copy of team records and pool records
- Box for awards
- Tape for posting results
- Announcing/PA equipment
- Team roster with phone numbers

Visiting Team

- Watches (at least 12)
- MCSL Handbook
- Finisher ribbons (if team uses)
- Pencils
- Relay cards
- Team roster with phone numbers
- Copy of team records
- Box for awards
- Back-up starting equipment
- Meet Management Handbook (Green Book)
- Back-up computer and printer

Appendix B: Volunteer Job Descriptions

The following are descriptions of volunteer positions. Additional descriptions of official positions (i.e. referee, starter, stroke and turn officials) can be found in the MCSL Handbook under the *Guide of Officials* section.

Clerk of Course

1. The home and visiting team clerks work with the announcer to control the flow of swimmers to the clerk's table. Have the announcer call swimmers to the clerk at least two events ahead of those they are to swim.
2. The clerks identify the swimmers, tell them their lanes, and assign them to wait in a designated area until it is time for them to report to the starting area. If a race is starting at the opposite end of the pool — typically 25 meter events — it is helpful to have someone helping the clerk by helping the swimmers to their lanes at that end.
3. For the medley and freestyle relays, the clerk should check the relay cards to see that the swimmers' names are filled out in the correct order they will swim and, for the graduated relay, note if there are any swim ups. Relays with a swim up must be entered on a yellow relay card and are not eligible for the All-Star Relay meet. The clerk then sends the relay swimmers to the starting area and the relay cards to the lane timers.

Timers

1. Timers must be attentive and follow the head timer's instructions. Each lane will have one timer designated as the "recorder". For each heat, this person is assigned to write down the times obtained by each of that lane's three timers. These times should be listed on the timer sheet in a consistent order for each successive heat. The middle time of the three, or any two matching times, shall be circled, and that is the official time.
2. In case there are less than three valid times for a lane, the timer sheet must be signed by the assistant head timer and referee before being sent to scoring.
3. Completed timer sheets are collected and reviewed by the head timer and then taken by runner to the meet scoring area.
4. It is advisable to place your most experienced timers in the pool's middle lanes.

Announcer

1. The meet announcer is in charge of any warm-up announcements and relaying other pertinent meet information as directed by the team rep. Always be aware of the pool rules regarding timeliness and use of the loudspeaker/sound system.

2. Announcing the next event shortly after the last swimmer in the previous event has finished (usually upon hearing the referee execute 3-4 quick whistle chirps in succession).
3. The announcer also announces half-time and final scores, all-star qualifying times and pool/team records.

Runners

1. Runners take the completed time sheets from the head timer and DQs from the referee to the automation volunteers in the scoring area.
2. While they don't really have to "run", this is a job that requires the volunteer(s) to be standing and moving back and forth, sometimes quickly, and this is something volunteers should take into consideration, during hot weather especially.

Scoring Area/Computer Table

1. Four people sit in the scoring area: the scorer (visiting team), the computer operator (home team) and two verifiers (one from each team).
2. Someone, usually the scorer, receives the timer sheets from the runner. Then the automation people do the following:
 - a. Puts the lane timer sheets in lane order.
 - b. Staples any DQ cards to the appropriate sheet, making sure the DQ card has been signed by the referee.
 - c. Checks that the official time that has been circled. The official time is either the time of two watches that agree or middle time of the three watch times. The official time should be recorded to the hundredths place. If there are only two valid watch times: they should be averaged and recorded to the hundredths place. *Digits representing thousandths should be dropped — there is no rounding.*
 - d. If a timer sheet arrives with less than three times and is not signed by the assistant head timer and referee, a scoring official should notify the meet referee.
3. The computer operator types the times into the computer and operates the program during the meet, including making the data changes from the scratch meeting.
4. The verifiers should:
 - a. Read the times to the computer operator.
 - b. Check the results printed from the computer after each event against the timer sheets to be sure the data was entered accurately.
 - c. They key is to have checks at each point in the process — timer sheets, computer and print out.
5. The computer operator prints labels, along with event results (if desired), for the volunteers at the awards table.

6. Throughout the meet, someone from the automation team periodically posts paper copies of the event results in a designated area, for viewing by all teams.
7. If a team or pool record is broken and there are any all-star qualifying times, an automation volunteer reports the information to the announcer so that it can be announced.

Awards

1. The awards table consists of two ribbon writers, one from each team.
2. The ribbon writers affix the ribbon labels to the ribbons and divide the ribbons by team for coaches to pick up at the end of the meet.
3. Placed ribbons are awarded for first through third in the relay events and first through sixth in the individual events (these are supplied by MCSL). Teams may individually decide to use finisher ribbons for fourth place relay teams and seventh through twelfth place individual events.
4. In the case of a tie, the same place ribbon is awarded to each swimmer and the ribbon of the next lower place is not awarded.
5. A swimmer who is disqualified does not receive a place ribbon.

APPENDIX C: Being a Good Neighbor

The following guidelines are supported by the MCSL board of directors to encourage member clubs to be more sensitive to any adverse impact our swim meets might have upon neighbors of the host pool. These guidelines may help avoid a review of the clubs special exemption status, costly attorney's fees, operating restrictions, or fines. Any input, comments, opinions, and observations to the Montgomery County Noise Control Ordinance can be directed to the Montgomery County Noise Control Advisory Board (NCAB).

NOISE

1. The Montgomery County Noise Ordinance (Chapter 31B of the County Code) is strictly enforced by the Montgomery County Dept. of Environmental Protection. With only two complaints needed, police (or inspectors who can measure decibel levels at adjoining properties) can issue citations and fines. It behooves each club, pool manager, social chairman, and team rep to ensure adherence to the Noise Ordinance.

Specifically regarding swim teams, we suggest:

- a. Coaches and swimmers should keep all noise at a low (conversation) level during practices or meets that begin **before 7am on weekdays and before 9am on weekends.** This means no PA or starter announcements; whistle or horn starts; loud, boisterous behavior (even team cheers); boom boxes, etc. **This would also apply to team parties, pep rallies, etc. after 9:00 p.m.as well.**
- b. Care should be taken before and after swim meets:
 - (1) Avoid use of the large PA system **before 9:00 a.m.** to welcome teams, call the first event, and play the national anthem. Use common sense when testing the volume by doing it just at 9:00 a.m.
 - (2) This is even more critical if you host Divisionals, which involve warm-ups at 7 a.m. and a meet start at 8am.
 - (3) For the finish of a "B" meet that extends **beyond 9 p.m.**, keep noise to a minimum.
- c. Pools should examine speaker locations and modify them to direct announcements inward from pool perimeter toward participants and spectators, not toward neighbors. Also, several well-located speakers can reduce the need to "push" the volume of only one or two central speakers toward the property lines (and toward the neighbors).
- d. All MCSL visiting teams shall refrain from honking horns or making a noisy entrance. Horns/other noisemakers are not permitted at swim meets.

PARKING

1. Most meets cause overflow parking along adjacent side streets. Parking on both sides makes for dangerous driving and walking, and it bothers neighbors. The following is recommended:
 - a. Ask your team members who live close to the pool to walk.
 - b. Allow for a drop-off loop so parents can get their swimmers and belongings to the door, and then leave to park.
 - c. Assign parents to direct and park cars efficiently in your lot, on adjacent open land if possible, and along side streets. **These people must be in place well before warm-up and past the first few events. This is absolutely essential if hosting one of the division wide meets.**
 - d. Park only along **one side** of a residential street, preferably the pool side or park side, not in front of neighbor's homes.
 - e. Where possible, direct cars to park along curb and gutter streets to avoid pulling off road and damaging a front lawn.

DIVISION RELAY MEET **(RELAY CARNIVAL)**

The division relay carnival is scheduled any time within the “window” established at the July’s MCSL meeting. The exact date (and rain date) and the host pool are decided by the team reps at the April MCSL meeting. At this meeting, the reps may also decide additional duties such as selling relay carnival t-shirts, having a 50/50 raffle at the meet, or selling meet programs. However, none of these activities are required for the meet, but can be fundraisers for the teams.

The meet is exclusively relays (see Order of Events is in the MCSL handbook). Except for the graduated freestyle relays (dual meet events #49 and #50; relay events #1 and #2) and open medley events (dual meet events #3 and #4, relay carnival events #8 and #9), teams that place **first at relay carnival** (and do not include swim-ups) will swim at the MCSL All-Star Relay Meet at the end of the regular swim season. Since the graduated free and open medley relays are swum at all dual meets and Divisionals, these relays are be selected based upon the fastest times over the entire season.

Pre-Meet Organizational Meeting (One week prior)

The host team rep schedules a meeting with all the reps (coaches do not attend) to be held at the host pool about a week before the meet. It is helpful to have the home pool’s lead automation person attend this meeting as well.

1. Each Rep needs to bring the following to the meeting:

a. Roster: Each rep needs to bring:

- (1) Current electronic file of the team’s roster.
- (2) Paper copy of the roster. In the event that the electronic roster does not work, a paper copy is considered an “official” copy.

A swimmer must be on the team roster by noon the day before the original meet date to be eligible to participate. If a swimmer joins the team after the organizational meeting, but before noon of the day before the meet, the swimmer can be added by sending the information by email to the host team rep, the lead computer operator, with copies to the other team reps. It is a good idea to remind the reps of this rule during the organization meeting.

b. List of Volunteer Names: Reps should bring a list of as many volunteer names as possible to fill the official positions (see list at end of this section). *Reps should also remind their volunteers that if they do not arrive in time for their briefing on the day of the meet that they will be replaced. Do not assign any volunteers who cannot be present for the entire meet.*

- (1) The name of a certified official (from each team) to be considered for at

least one of the key official positions: **referee, starter, and chief judge**.

- (2) The other official positions that will be need to be filled at the meeting are: **head timer, assistant head timer, 4 side take-off judges, announcer, and 3 runners**.
- (3) In addition, each team needs to provide a volunteer name for:
 - (a) 1 stroke and turn judge
 - (b) 3 timers
 - (c) 1 opposite end take-off judge
 - (d) 1 clerk of course (While only one is required, it is helpful to have 2 or 3 additional volunteers to help each team's clerk. This is a very chaotic meet, particularly with some swimmers starting at the shallow end. These additional volunteers can help the younger children get the correct end of the pool and swim in the correct order).
 - (e) 1 awards person
 - (f) 1 automation person

2. **Upload the team rosters into Meet Manager:** While the reps are discussing the logistics of the meet, the host team's automation person can upload the team rosters into Meet Manager.

3. **Items to be discussed at the organizational meeting:**

a. **Selection of Officials:** It is recommended, if possible, that there not be more than one of the key officials from the same team. However, the primary consideration is to have the most qualified officials run the meet. There should be general agreement in selecting these officials. If necessary, they can be determined by secret ballot. *Please be sure your referee is experienced, well versed in all MCSL rules, and can keep his/her cool in a hectic atmosphere.*

b. **Timers & Take-off Judges:** Use the "Relay Carnival Timer and Take-Off Judges" grid to collect the timers' and take off judges' names. The numbers refer to the team's original rank in the division (see the MCSL handbook).

(1) **Timers:**

- (a) "Timer 1 (recorder)" times the event and records the three watch times on the timer sheets.
- (b) "Timer 2 (T/O Judge)" times the event and also judges take-offs from his/her lane. **Assign your most experienced, dependable timer parent to this job.**
- (c) "Timer 3 (Display)" times the event and displays the official time on the display boards, if any are available.

(2) **Take-off Judges:**

- (a) 6 - “Opposite end *lane* take off judges” (“opposite end” means the end opposite to the timers). These judges are judging take-offs for the 100, 175, and 250 meter events.
- (b) 4 - “*Side* take off judges” two each for the shallow end and the deep end. A side take off judge watches take-offs for the 3 lanes closest to his/her position (one judge at each corner of the pool). The referee will assign the side take off judges to their positions.

c. **Meet schedule:** Relay carnival takes about 2.5 hours to run. The meet schedule should be agreed upon by all team reps, taking into consideration the following:

- (1) The host rep should propose warm-up times for each team based on their distance from the meet pool (i.e. 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) The referee has his/her own schedule for when to brief officials (see referee’s Guide to the Relay Carnival which is downloadable from the MCSL website).

The following is a suggested time schedule for the Relay Carnival with a meet start time of 9:00 a.m.

7:45 a.m.	Referee arrives at pool
8:00 to 8:15 am	Two teams warm up
8:15 to 8:30 a.m.	Two teams warm up
8:30 to 8:45 a.m.	Two teams warm up
8:45 a.m.	Late warm up (for swimmers who missed team warm ups)
8:50 a.m.	Referee meets with team reps and coaches Event #1 swimmers report to clerk.
8:55 a.m.	All swimmers out of pool
9:00 a.m.	“The Star Spangled Banner” followed by Even#1

d. **Equipment:**

- (1) **Additional Starter and Tripod Stand:** It is suggested that another team bring their starter and tripod to the meet. In addition to being a back-up for the primary starter, this starter can be set up at the shallow end of the pool for the events where swimmers start in the shallow end. This will save time by not having to move the regular starter to the shallow end.
- (2) **Back-up printer and laptop:** Ask another team to bring their printer and laptop as a back-up.

- (3) **Remind Reps to bring the following to meet:**
 - (a) Tan relay cards filled out (additional blanks in case of changes)
 - (b) Yellow relay cards for swim-ups
 - (c) Awards — box for awards and finisher ribbons (if teams decide to use them.)
 - (d) 4 stopwatches
 - (e) Clipboards and pencils for officials

- e. **Physical Logistics:** It is helpful to have a map of the pool and surrounding areas with team areas marked off as well as the location of food sales, automation, awards, announcer, spectator seating, etc. Please note that it is easier if each clerk of course stays in his/her own team area. It is helpful at this time to take the reps on a tour of the host pool to give them an idea of how things will be on the day of the meet.
 - (1) **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.
 - (2) **Parking:** Prior to the meeting, decide how many parking space passes you will be giving each team. 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. Make parking passes that are easily readable. Also tell the reps if there are parking issues that they need to tell their parents (ex. can't park on street, additional parking areas).

- f. **Misc. Items:**
 - (1) **Parent and coaches relay** (optional:) Some teams have a parent and coaches relay at the end of the meet.
 - (2) **Inclement weather:** See the section on inclement weather in the dual meets section.

Host Duties Prior to Relay Carnival Meet

Prior to the swim meet there are logistical items that the host should accomplish in order to achieve a well-executed swim meet.

1. Swim Officials:

- a. **Referee:** It is important to have good communication with the meet referee whether or not he/she is from the host team. After the organizational meeting, the host team rep emails the referee the warm up schedule and the names & email addresses of the chief judge, starter, and other team reps. This allows the referee

to communicate with all those involved to ensure an efficient swim meet. The referee should refer to *The Referee's Guide to the Relay Carnival* (downloadable from the MCSL website).

- b. **Other volunteers:** If the names of all teams' volunteers were not obtained at the organizational meeting, have the team reps email the names by a certain deadline (ex. the Friday before a Sunday relay carnival). This allows the host rep time to make sure all of the positions are filled. Use this list to print out name tags for all of the officials, including reps (see template on MCSL website).
2. **Meet materials needed (downloadable through MCSL website unless otherwise stated):**
 - a. Relay Meet Manager template: This is the template for the lead computer operator to run the swim meet.
 - b. MCSL Div./Relay Meet Cover Sheet and Scoring summary (2 copies)
 - c. MCSL Div./Relay Meet Officials Timers Sheet
 - d. Officials' Name Tags (template on website)
 - e. The following items given to the host team at the May reps meeting.
 - (1) Extra yellow relay cards
 - (2) Extra DQ cards
 - (3) 2 types of relay take-off cards
 - (4) Awards: Medals are given out for 1st place and ribbons for 2nd and 3rd place. Check to make sure you have these at least a week before the meet.
 - f. If additional copies of DQ slips and relay take-off cards are needed, they can be downloaded from the MCSL website.
 3. **Meet programs/Automation:**
 - a. **Lane assignments:** Make sure that the computer operator knows that the teams will be assigned lane numbers based upon their original rank in the division (i.e., the top ranked team is assigned lane 1 for event #1). For subsequent events, lane assignments will rotate in increasing numeric order (i.e. team 1 will then swim in lane 2 for event #2).
 - b. **Meet Programs:**
 - (1) Have the computer operator check "Event Comments" when printing the meet program. These comments provide details on the age and sex parameters for each relay event.
 - (2) Make copies of the meet programs to sell at the meet. Please note: Only the team names are listed in lanes, so it is unlikely that as many programs will sell as compared with a regular dual meet.
 4. **Food:** Start as early as possible in deciding upon how the team will supply food and refreshments for the meet.

- a. Expect about 400 people at the meet.
 - b. See the section under **Dual Meets** for Montgomery County requirements for selling food. The host team rep will be very busy with other tasks, so delegate one or more parents to be in charge of this task. If the host pool does not usually sell food at swim meets, one option is to have a food truck provide service at the meet.
 - c. **Food for volunteers:** In order to give the officials a break (and to show appreciation), 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.
5. **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 clusters of people may cause the officials to not be able to perform their duties effectively.
6. **Packet for each team:** The day before the swim meet, prepare a packet for each team with the following items:
- a. 7 meet programs
 - b. 3 clerk and referee Charts
 - c. Name tags for team officials
7. **Set-up:** This is a very chaotic swim meet so if at all possible do as much set-up work the night before the meet. The host team should make team signs for the team areas and mark off the team areas with caution tape if possible. Blocking off the area where the starter and referee stand with caution tape will also help to minimize disruptions during the meet. Set up a table at the entrance to the pool where you can give out the team packets.
8. **MCSL Divisional/Relay Meet Cover Sheet and Scoring summary:** Fill out as much as possible before the meet starts.

During The Meet

1. **Referee:**
 - a. Just prior to the start of the meet, the referee is encouraged to call a meeting with all coaches and reps to introduce himself/herself, determine who from each team will sign off on DQs, determine whether there are swimmers with disabilities, and discuss any other issues as necessary.

- b. Be sure the referee takes time before the meet to instruct all the take-off judges, including the timers who are also lane take-off judges. He/she should give complete instructions to all officials before the meet begins, particularly to the stroke and turn judges.

2. Automation:

- a. It is suggested that each team's automation volunteer enter his/her team's relay names during the team's warm-up. Even though the make-up of each relay is not final until the relay card is submitted to the clerk of course, having relay names entered when the meet begins takes a lot of pressure off the computer operator who otherwise must enter each relay name at the conclusion of each race.
- b. A swimmer may swim in as many events as he/she qualifies for by sex and age.
- c. **Since the participants on a relay can change up until the time the swimmers step up to the start of the race,** make sure the data entry person and the verifiers check the names on the relay card and compare them to what is entered into the computer.
- d. Usually there are only 3-4 automation people working at one time, so volunteers can all take turns and thereby get a chance to watch the swim meet as well.
- e. The automation people should also rotate jobs (data entry, verifier, reader) during the swim meet.

3. Clerk of Course:

- a. For each event, the relay swimmers bring their card to their team's clerk. Because of the large number of swimmers, each team has its own clerk.
- b. The clerk checks to be sure the card is filled out accurately and sends the swimmers to their lane.
- c. It is a very good idea to run this meet off lane/timer sheets. If the division decides to automate the meet in this way, the clerk should send the card to the automation table, not with the swimmers. This will solve the problem of swimmers having the card at the end opposite to the timers and will cut down on the number of wet and chewed cards.
- d. Getting the swimmers to the proper starting location is sometimes a trick so having 2 or 3 additional volunteers to assist is helpful. Some teams have the assistant coaches do this task. Give the chart at the end of this section to your clerks to help them get swimmers to their proper positions.

4. Awards:

- a. **Remind the awards volunteers that for this meet 1st place finishers receive medals; 2nd through 6th places receive relay ribbons.** Duplicates are awarded for ties.

Conclusion of the Meet

1. **Clean up the pool areas:** 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:**
 - a. Complete the form at the end of the meet by entering the final relay carnival results.
 - b. First place team earns 10 points; 2nd place receives 8; 3rd place receives 6; 4th place receives 4; 5th place receives 2; and 6th place receives 0 points. (Note for a 7-team division, the team finishing 7th would also receive 0 points.)
 - c. “A” rep and coach from each team will need to sign the cover sheet. Print out a copy of the meet results for each team.
 - d. Make the DQ log available for coaches to review while the final paperwork is completed.
3. **Results to MCSL:** When the division automation liaison reports the relay results to the league, he/she should send a separate email to automation@mcsl.org indicating any winning relays that included swim ups.
4. **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.

Relay Carnival – List of Officials:

Referee:

Chief Judge:

Starter:

Head Timer:

Assistant Head Timer:

Automation (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.

Side Take-Off Judges (deep end):

- 1.
- 2.

Side Take-Off Judges (shallow end):

- 1.

2.

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.

Announcer:

Runners:

1.

2.

3.

RELAY CARNIVAL TIMER AND TAKE OFF JUDGES*

	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
Timer 1 (recorder)	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
Timer 2 (T/O Judge)	Team 6	Team 1	Team 2	Team 3	Team 4	Team 5
Timer 3 (Display)	Team 5	Team 6	Team 1	Team 2	Team 3	Team 4
Opposite end T/O judge **	Team 4	Team 5	Team 6	Team 1	Team 2	Team 3

*Since side take off judges are not assigned to a particular lane, these positions appear on the "Relay officials list."

**Opposite end take off judges are needed for 100, 175, and 250 meter events.

CLERK AND REFEREE CHART–Swimmer/timer locations

Event #	Description	Swimmers start	Race Ends-timers stand
1	Boys 175M Graduated Free	Deep End-all	Shallow End
2	Girls 175M graduated Free	Deep End-all	Shallow End
3	Mixed 15-18 200M Free	Deep End-all	Deep End
4	Mixed 13-14 200M Free	Deep End-all	Deep End
5	Mixed 8&U 100m Free	Deep end–dive #1,3 Shallow end–in water #2, 4	Deep End
6	Mixed 9-10 200M Free	Deep End-all	Deep End
7	Mixed 11-12 200M Free	Deep End-all	Deep End
8	Boys Open 200M Medley	Deep End-all	Deep End
9	Girls Open 200M Medley	Deep End-all	Deep End
10	Boys 100M Graduated Medley	Shallow end–in water #1,3 (back and fly) Deep end–dive #2,4 (Breast and Free)	Shallow end
11	Girls 100M Graduated Medley	Shallow end–in water #1,3 (back and fly) Deep end–dive #2,4 (breast and free)	Shallow end
TEN MINUTE BREAK			
12	Boys 8&U 100M Medley	Shallow end–in water #1,3 (back and fly) Deep end–dive #2,4 (breast and free)	Shallow End
13	Girls 8&U 100M Medley	Shallow end–in water #1,3 (back and fly) Deep end–dive #2,4 (breast and free)	Shallow End
14	Boys 9-10 100M Medley	Shallow end–in water #1,3 (back and fly) Deep end–dive #2,4 (breast and free)	Shallow End
15	Girls 9-10 100M Medley	Shallow end–in water #1,3 (back and fly) Deep end–dive #2,4 (breast and free)	Shallow End
16	Mixed 15-18 200M Medley	Deep End-all	Deep End
17	Boys 11-12 200M Medley	Deep End-all	Deep End
18	Girls 11-12 200M Medley	Deep End-all	Deep End
19	Boys 13-14 200M Medley	Deep End-all	Deep End
20	Girls 13-14 200M Medley	Deep End-all	Deep End
TEN MINUTE BREAK			
21	Boys 250M Crescendo Free	Shallow End-in water #1 Deep End-#2,3,4,5	Shallow End
22	Girls 250M Crescendo Free	Shallow End-in water #1 Deep End-#2,3,4,5	Shallow End

(Pools deep at both ends may wish to use an alternate chart available at www.mcsl.org)

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 and one heat of each relay event (for a total of 96 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.

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.*

1. **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
 - (f) 1 lane take-off Judge
- (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 take-off judges
 - (d) Announcer
 - (e) 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 meet:

- (1) Relay 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 the first 6 place finishers, team reps need to decide if they would like to print out finisher ribbon labels and provide finisher ribbons.
- (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.**
 - (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 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, 5th and 6th place.
 - (b) For relay events: medals are given to 1st place and ribbons for 3rd - 6th place.
 - (c) If teams agree, they may give out finisher ribbons to the other swimmers.
 - e. Meet programs: Have the automation person send a PDF of the meet program to the team who will be selling programs.
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. Just prior to the start of the meet, the referee is encouraged to call a meeting 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 Take off Judges (start end, events #3, 4, 49, and 50):

1.

2.

Lane Take-Off Judges (start end, events 49 and 50, since timers are at finish end)

Lane 1:

Lane 2:

Lane 3:

Lane 4:

Lane 5:

Lane 6:

Runners:

1.

2.

3.

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 (T/O Judge)	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

WHAT TO DO WHEN AN MCSL RECORD IS BROKEN

When a swimmer or a relay team sets a new MSCL record at a dual meet, Relay Carnival, or the Divisional meet, the *host team rep is responsible for notifying the MCSL Records Chairperson*. The following information should be included on the lane/time sheet documenting the record breaker's times.

Lane/Timer Sheet for Submitting a Record in an Individual Event:

Event 31 Men 9-10 25 SC Meter Breaststroke Finals							Official Time		
Lane 1	Heat 1	Little, Chicken	10	Omega	22.30	22.26	22.23	22.24	22.24
Timer		Team	Print Name			Signature			
Timer 1		D	Minnie Mouse			Minnie Mouse			
Timer 2		O	Donald Duck			Donald Duck			
Timer 3		D	Red Rover			Red Rover			
Head Timer		D	Pesto Sauce			Pesto Sauce			
Referee		D	Milk Shake			Milk Shake			
Host Team Rep Name; Phone or e-mail					Brunhilda Zwoomwick 123-456-7890				

Lane/Timer Sheet for Submitting a Record in a Relay Event:

Event 49 Boys 14 7 Under 175 SC Meter Freestyle Relay Finals							Official Time		
Lane 1	Heat 1	Omega	1:45.25	1:45.01	1:45.07	1:45.02	1:45.02		
Swimmer 1	Chicken Little			Swimmer 3	John Horner				
Swimmer 2	Donald Duck			Swimmer 4	Road Runner				
Timer		Team	Print Name			Signature			
Timer 1		D	Minnie Mouse			Minnie Mouse			
Timer 2		O	Donald Duck			Donald Duck			
Timer 3		D	Red Rover			Red Rover			
Head Timer		D	Pesto Sauce			Pesto Sauce			
Referee		D	Milk Shake			Milk Shake			

Ways to Submit a Record:

Host Team Rep Name; Phone or e-mail Brunhilda Zwoomwick 123-456-7890
 Scan the lane sheet and attach it to an email as a pdf. Send to Kathy Aitken at records@mcsl.org ****Preferred Method****

Or, make a copy of the lane sheet for your records, and mail the original:

Kathy Aitken, Records Chair: 13502 Keating St. Rockville, MD 20853

MCSL CHECKLIST FOR COACHES

Prior to the Start of the Season

1. Do not plan participation in other leagues.
2. Research stroke and turn rules, especially any which are special to MCS and may have changed since the previous season.
3. Make sure you have updated contact information for your team rep and other important parent volunteers.
4. Meet with any assistant coaches to go over coaching plans for the season.
5. Communicate with your team rep frequently prior to and during the season.

Prior to the Week of the First Meet

1. Attend June MCSL coaches' meeting.
2. Know MCSL meet events and eligibility criteria.
3. Know rules for scratch meetings.
4. Plan cheers and psyche-ups that are consistent with good sportsmanship.
5. Review MCSL swim meet rules which are found in the MCSL Handbook

Dual Meets

1. **Days prior to the meet:**
 - a. Prepare meet entries and post for swimmers to confirm their attendance at the meet. Make changes as necessary prior to the Friday line-up exchange.
 - b. Inform rep of any swim-ups, including swim-ups in relays.
 - c. Meet with rep to coordinate what time swimmers and volunteers are to be at the pool and communicate with families this information in multiple ways (verbally, emails, post on website, post at pool).

Dual Meet Entry Exchange by Friday Noon

<u>Home Coach</u>	<u>Visiting Coach</u>
<ul style="list-style-type: none">● Call visiting coach to schedule an IN PERSON exchange, at your pool, on Friday, by noon.● Bring 2 copies of your meet entry.* One is to be given to the visiting coach.● Bring an updated, current roster.● Meet visiting coach at scheduled time on Friday (by noon).● Write the visiting team's selection of odd or even lanes on meet entry report.● Discuss warm-up times, team areas, and any other necessary or helpful information.	<ul style="list-style-type: none">● Bring 2 copies of your meet entry to be given to the home coach.*● Bring an updated, current roster.● Meet home coach at their pool at scheduled time on Friday (by noon).● Select odd or even lanes for your team to swim in during the meet.● Provide your contact information to the home coach in case of questions after exchange.● Discuss warm-up times, team areas, and any other necessary or helpful information.

*Coaches may change entries up to the exchange of meet entry reports. Written changes made prior to exchange supersede electronic entries. No change is permitted after the exchange until the scratch meeting. If you make any hand changes, the home team computer operator will use your team roster when setting up the meet.

2. Before Start of Meet:

- a. Take roll call of swimmers. If a swimmer is missing, determine if they will be there to swim or will be need to scratched from the meet. Find replacement if swimmer is to be scratched. If visitor, complete this at home pool.
- b. If visitor, arrive at pool 15 minutes prior to warm-ups. You may want to arrive earlier, depending on what you have decided about warm-ups.
- c. Report to and stay in assigned area.
- d. Supervise warm-up.
- e. Attend scratch meeting and let referee know who will be signing DQs and where that person will be.

3. During Meet:

- a. See that swimmers report to the Clerk of Course.
- b. Add swimmers' names to relay cards, using yellow cards for events 49 and 50 if they include swim ups.
- c. Order of finish is by official time.
- d. Be available for referee to report DQs, unless your team designates someone else for this.
- e. Keep records of DQs.
- f. Talk to swimmers at the end of each race to give feedback.
- g. **Ensure that all cheers and other team behavior reflect good sportsmanship..**

4. After Meet:

- a. Clean up team area.
- b. Pick up and distribute awards.
- c. Get a hard copy of the meet results (and electronic if desired).

Coaches' Invitational Long Course Meet

1. No swim-ups.
2. Swimmers limited to 2 events.
3. There are no relays.
4. All events at Long Course are double the usual distance, and the meet is swum in long course format in a 50-meter pool.
5. Qualifying times for Long Course are taken from the first 3 dual meets. Swim-ups cannot achieve qualifying times.
6. Work with your rep to be certain MCSL automation (automation@mcsll.org) is notified of any scratches as soon as possible, but no later than the date published on the website so that additional swimmers may be invited if necessary. If you do not scratch, you may be

- charged for that entry.
7. Be aware of any special rules for suits and caps.

Division Relay Meet (Relay Carnival)

1. Familiarize yourself with requirements for all relays swum during this meet.
2. Inform swimmers and parents that they are competing in the meet and secure substitute swimmers as needed.
3. Prepare relay cards completely and in pencil (team, full name, date). Use yellow cards for relays that include swim-ups. Relays with swim-ups that come in first are NOT eligible for Relay All Stars.
4. First place teams, except the Graduated Free relays and Open Medley relays, are automatically invited to the All-Star Relay meet (unless the team included swim-ups). Other teams may be invited based on time. Since the Graduated Free relays and the Open Medley relays are swum at all dual meets, the “first place” team in these events is the team that turns in the fastest time for the season.

Division Championship Meet (Divisionals)

1. Prepare the meet entry report and relay cards. Only two swimmers per team in individual events; one relay per team in relay events.
2. Attend seeding meeting. Be sure you use current “A” meet times to seed swimmers.

MCSL All-Star Meets

1. No swim-ups.
2. Swimmers limited to 2 events in Individual All-Stars.
3. Inform swimmers as soon as possible of their qualification for All-Star Meets and secure any necessary substitute swimmers (for Relay Meet ONLY)
4. Qualifying times for Individual All-Stars are taken from the 5 dual meets and Divisionals; swim-ups cannot achieve qualifying times.
5. All-Star Relay meet is divided into 2 sections (divisions A through H and divisions I through O).
6. Work with your rep to be certain MCSL automation (automation@mcsl.org) is notified of any scratches from the Individual All-Star or All-Star Relay meets as soon as possible, but no later than the date published on the website so that additional swimmers may be invited if necessary. If you do not scratch, you may be charged for that entry.
7. Be aware of any special rules for suits and caps.

THIS CHECKLIST IS FOR GUIDANCE ONLY AND DOES NOT MODIFY OR REPLACE ANY RULE. REFER TO MCSL AND USA SWIMMING HANDBOOKS FOR ACTUAL WORDING OF RULES.

ADVICE ON “B” MEETS

MCSL does not set rules for “B” meets. However, the MCSL Executive Committee has received a number of comments about “B” meets over the years and is therefore offering this guidance to teams to assist in the implementation of “B” meet programs. The following are suggestions and recommendations:

How Teams Schedule “B” Meet Programs

1. Some teams are in a highly organized “B” league, along with several other teams. Such leagues may create their own rules, purchase awards, and schedule a full complement of meets, including a “B” relay carnival.
2. Some teams coordinate with other teams early each year prior to the start of summer to arrange meets. Any MCSL teams looking for opposing teams for “B” meets may post their information on the MCSL website.
3. Still other teams are in loosely organized groups, such that they swim the same teams year after year, but may not have a common set of rules. Coaches and reps may work with teams from other leagues besides MCSL (PMSL, for instance) to set up meets.
4. In the event of a “B” meet date with no available opposing team, teams may opt to have an intra-squad meet (dividing the team into 2 teams, or with boys vs. girls), allowing all members of the team to swim.

Common Differences between “A” meets and “B” Meets

1. “B” meets may have no governing rules concerning which events a child may swim.
2. ”B” meets often allow an unlimited number of heats so more children can participate.
3. “B” meets may allow separate events for age 6& younger, and even additional events, like a kickboard race, for the youngest swimmers.
4. “B” meets may not involve stroke and turn judges or disqualification of athletes for stroke infractions.
5. “B” Meets results have no bearing on a team’s position within the MCSL.

Eligibility for “B” meets

1. Organized “B” leagues usually have clearly explained rules on who can swim “B” meets. Other teams may not have many rules concerning eligibility at all. It is recommended that the “B” rep engage in conversation with opposing team rep to ensure that everyone is on the same page. For example:
 - a. Some teams allow children to swim in an event in the “B” meet if they did not receive a ribbon in that event in the previous “A” meet.
 - b. Some teams have a rule that if the athlete participated in 3/more events in the “A”

- meet, he/she may not swim in the “B” meet at all.
- c. Some teams so not permit a swimmer to participate in more than three individual events and one IM in a “swim week” (from the “A” meet through the following “B” meet).
 - d. Some teams allow a child to swim a “B” meet event only if he or she did not swim the event in the previous “A” meet. If that swim qualifies the individual for the next “A” meet, he/she will race the event at that time, but may not swim it again in the following “B” meet. This last approach limits the number of kids in the “B” meets, yet gives each child a fair chance to swim several events in a meet at least once every week.
 - e. Some teams have a lot of jockeying for position to swim in the “A” meets. They may allow exhibition swims in “B” meets.

Disqualifications

While MCSL is not a governing body over how “B” Meets are organized and run, the Executive Committee strongly urges all teams to treat their “B” meets as seriously as their “A” meets. This means that participants of either meet, A or B, are held to the same stroke and turn standards.

It is recommended that coaches enter in “B” meet events only those children who have demonstrated the ability to swim the stroke legally. Few things bring a “B” meet to a standstill like the 8 and under breaststroke and butterfly events! Entering an athlete who is far from being legal in the stroke is a disservice to the child (who gets disqualified), the parents (it’s confusing) and the team at large (it slows the meet).

To help coaches identify problems, the team rep should ensure that the DQ cards get separated according to the teams and sent home with the coach at the end of the meet.

“B” meet events

1. **Discuss beforehand which events will be included in the meet** besides the standard MCSL “A” meet events. In a stalemate, it is best to let the home team have the last word.
2. The kickboard event for children who cannot swim an entire length of the pool by themselves has raised some strong feelings in the past. IF this event is to be included, take great care that the children are supervised to eliminate the risk of drowning.
3. Some teams develop separate “pre-team” program for young swimmers that are interested but inexperienced. These programs are tailored to their skill level and attention span. As coaches notice improvement, the kids may be entered into the “B” meet when they are capable of swimming an entire length of the pool. This has the effect of making them and their parents more enthusiastic about the child’s moving onto the team.
4. Teams that have a time limit on “B” meets may find that they never make it to the butterfly events at the end of the meet. To address this issue, some teams occasionally reverse the order of events so that the butterfly events are first.

5. Some teams swim the graduated free relays in the middle of “B” meets, right after the backstroke or the break. Some teams agree to not swim any relay events.

Automation

1. Some teams find computers helpful in running their “B” meets. For those that don’t want to use the computer at the meet, it may still be used to help set up your entries.
 - a. The deck label function in the Team Manager program may be used to generate labels for the “B” meet cards.
 - b. This will give you a card for each eligible swimmer, as well as a seed time.
 - c. Save the cards of the swimmers who don’t swim and stick new labels over the old labels for the next meet.
 - d. Be sure to have a few blank cards handy at the clerk’s table in case a swimmer was forgotten when deck labels were printed.
 - e. Teams may also print out entry sheets for the coaches to assist in rounding up swimmers.
2. Teams wishing to score the “B” meet, or obtain results in electronic format, can do so. Electronic roster from the both teams are necessary.
3. If the meet line-up is not entered into the computer prior to the meet, no lane assignments or timer sheets can be printed. Very organized “B” leagues may have teams exchange electronic meet entry data a day prior to the meet (similar to the “A” meet procedure) so that the meet can be entered into the computer. In This case, programs and timer sheets may be generated.
4. See the MCSL automation handbook for more help with computers at “B” meets.

Meet operations:

1. When a meet is run solely off time cards, 25-meter events present a special problem: the swimmer comes to the lane carrying his or her card, but the timer is at the other end of the pool.
 - a. Address this issue before the meet begins. Have enough helpers at the clerk of course.
 - b. One volunteer can assist heat 1 swimmers, putting each athlete in his/her lane chair. That volunteer then take those heat 1 cards and delivers them to the appropriate lane timers.
 - c. Meanwhile, volunteer number 2 is taking heat 2 swimmers to their chairs, collecting their cards, and then delivering them to the lane timers as soon as the head timer has collected heat 1 cards.
 - d. Some teams direct the head timer to both collect and distribute cards, but this seems to slow the process down dramatically.

- e. Always remind the lane timers to ask the name of the swimmer as he or she gets out of the pool. Double check with the name on the card.
 - f. For teams that automate their meets, the lane timers will already have lane sheets. They should still check the name of the swimmer.
2. Pairing DQ cards with the proper time card may also be problematic unless the meet is automated. Consider having someone stand by the referee or chief judge to collect both the time cards and the DQ cards and staple the DQ to the correct time card right away, before the next heat even begins. This person can then run the cards to the scorers., either after each race, or after the last heat of that event is complete.
 3. Be sure the computer operator knows when the last heat of an event has been completed.
 4. You may find that using a chief judge to process DQs at the turn end of the pool will help keep the meet moving.

Awards

1. Most teams give out ribbons at their “B” meets. You can order 1st through 6th place ribbons and finisher ribbons from MCSL (see order form on the website).
2. Some teams decide to order special ribbons from another vendor (i.e., Best Times Ribbons; 7th-12th place ribbons).

Remember, “B” meets are supposed to be exciting and fun, just like the “A” meets! Plan them efficiently so the teams have time to do all the fun things: Themes, psyche-ups at the beginning of the meet, and cheers and celebration during the meet.

All swimmers, regardless of ability or rank, deserve a fun, happy summer, with opportunities to improve their skills and lower their times. Summer swimming is all about being with friends, having a good time, and competing in a healthy, child-centered activity.