

ROCKY MOUNTAIN SWIM LEAGUE POLICY & PROCEDURE MANUAL

(Last update: May 2004)

I. DUAL MEETS

- A. Personnel requirements (minimum required per shift)
- | | <u>HOME</u> | <u>AWAY</u> |
|---|-------------|-------------|
| 1. Stroke Judges (see By-laws for qualification requirements) | 1-2 | 1-2 |
| 2. Starter/Referee | 1 | |
| 3. Heating (Clerk of Course) | 2-3 | 1-2 |
| 4. Timers with watches + back-up | 4 | 3 |
| 5. Announcer | 1 | |
| 6. Runners | 2 | |
| 7. Scorers | 2 | 1 |
| 8. Cards | 1 | 1 |
| 9. Parent Representative | 1 | 1 |
- B. Facilities and Equipment:
- The home team shall provide the following:
 - “Swimmer/Official Only” race arena with perimeter fencing
 - 7 stop watches
 - regulation starting blocks
 - regulation lane markers
 - false start rope and backstroke flags
 - starter's system, whistle & clipboard
 - eight clip boards for timers
 - 2 sets of score sheets and 1 copy for RMSL
 - pencils and boxes for ribbons and cards
 - board for posting score (optional)
 - refreshments for workers (hospitality)
 - heat sheets for officials (Starter, Announcer, Clerk of Course, Scoring, Heating (2 – one each for Visitor and Home), Coaches (2 – once each for Visitor and Home)
 - The visiting team shall provide the following: home team shall provide the following:
 - 3 stop watches
 - back-up starting system
- C. Suggested meet warm up times are: Home team - 6:45 am to 7:15 am
Visiting team - 7:15 – 7:45 am
- D. The Monday prior to each dual meet, the home coach should contact the visiting team to confirm warm-up times.
- E. Meets should begin promptly at 8:00 am. A maximum of 130 heats may be swum.
- F. Team Manager files (*.cl2) containing dual meet entries must be exchanged to the designated Team Organizer by 3:00 pm the Thursday before the meet. The Meet Manager *.mdb file should be emailed from the Home Team to the Visiting Team no later than 8:00 am the Friday morning before the meet. This will allow sufficient time for the Visiting Team to print card labels and create their deck cards for the meet occurring the next day. If the Home Team is unable to meet the 8:00 am requirement, it must notify the designated Visitor Team Organizer so that person can print their deck card labels from Team

Manager. Heat and Lane assignments will then be added at a later time. Please see the Meet Manager Guidelines for other Team and Meet Manager file and organization requirements.

II. PRELIM MEETS AND CHAMPIONSHIP MEET

- A. Personnel & Administrative requirements of the host team per shift:
 - 1. 60 copies R.M.S.L. prepared heat sheets for officials & coaches
 - 2. Prelim & Finals information sheets (due at July league meeting) outlining warm-up times, lane assignments, and tent location for each team
 - 3. Referee/Starter - 1 (may request one from another team)
 - 4. Heating persons – 3 to 6
 - 5. Cards – 2 or 3
 - 6. Announcer – 1
 - 7. Head timer - 1
 - 8. Runners – 2
 - 9. Scratch meeting facilitator
 - 10. Finals host team (or league officials) shall provide a person to pick up results and heat cards, from each prelim meet.

- B. Facilities & Equipment - HOST TEAM
 - 1. Public address system
 - 2. Signs with tent location, parking, directional, etc.
 - 3. Posted warm-up times
 - 4. All items outlined in B-1 above
 - 5. First aid supplies (alert fire department, garbage bags, port-a-potty, etc.)
 - 6. Chairs/benches for heating area
 - 7. Coaching area roped or taped off
 - 8. Second set of starting blocks for 8 & under events
 - 9. Necessary tables, chairs, and electrical power for league scoring staff
 - 10. Tables & chairs for 16 ribbon writers
 - 11. Bull horns for starter and ready bench area

- C. Back-up team responsibilities
 - 1. Use of pool if problem arises with host team's pool
 - 2. Back-up timers (as per assignment sheets)
 - 3. Back-up starter system
 - 4. Equipment and personnel support if necessary

- D. Personnel requirements of participating teams
 - 1. Timers with watches (as per assignment sheets)
 - 2. Stroke judges (as per assignment sheets)
 - 3. Scorers (as per assignment sheets)
 - 4. Ribbon organizers (finals only) - 1 per team
 - 5. Tent sitter - 1 per team
 - 6. Place Judges will only be used at prelims in the case of a tie for 6th (or 8th place when Finals are held in a 8 lane pool) or 12th (16th) place when a swim-off will be held between swimmers who tied. Times will not be kept, three place judges will call the race with the winner being chosen by two (or more) of the place judges. In the absence of place judges, league officers or parent representatives to the league will place judge.

III. DESCRIPTION OF DUTIES

- A. Stroke Judges, Referee/Starter, Timers, Clerk of Course, Place Judges, and dual meet Scorers - refer to RMSL By-Laws.
- B. Announcer - calls swimmers to heating area 3 events ahead, giving first, second, and third calls. Announce cumulative scores after events 12, 28, 38, 50, 60, 70, 80, and the final score.
- C. Runners - collect heat cards from timers and place judges cards and deliver to scoring.
- D. False start rope and Backstroke flags - false start ropes are to be placed 30 feet from the starting line; backstroke flags are to be placed 15 feet from each end of the pool.
- E. Parent Representative - this person generally is the team's representative to the league but may be a designated knowledgeable substitute. He/she is a troubleshooter, and whose duty it is to see that things go smoothly.
- F. Clerk of the Course (Heating/Ready Bench person) - organizes swimmers 3 events ahead. Checks heating cards to be sure swimmers are lined up correctly. Walks 6 & under and 8 & under swimmers to their lanes.
- G. Head Timer – facilitates timing procedure review prior to each shift to include swimmer verification for each event correct stop watch usage. Back-up timers - keeps all lanes manned, provides emergency relief. Back-up timers start their watches at the start of every heat in case the timers or watches are faulty.
- H. Scratch meeting facilitator (prelims & finals) - reviews each event with coaches from all teams for scratches. At the conclusion of the meeting, he shall pull the appropriate heating cards and reheat events where necessary. Relay deck cards are to be returned to the Clerk of Course at this time.

IV. DETAILED PROCEDURES FOR QUALIFYING AND FINALS

- A. Timers - must check each time that the heat #, the lane # and swimmer's name are correct on the card. If a swimmer has changed lanes, timer must write the correct lane #s and cross out the old lane #. The prelim times must be written in the prelim box, the final time in the final box. If a swimmer is DQ'd, write "DQ" on the face of the card and the stroke judge must write the explanation on the back of card. Please be sure to hold the swimmer who has been DQ'd until the stroke judge has spoken with him/her.
- B. Runners - must get all cards from the timers and place judges and check that they are from the same event and heat. After verifying that everything matches rubber band it and place it in the "IN" box in the scoring area.
- C. Ribbon organizers (Finals only) - 1 per shift per team
 - 1. Head of awards receives the cards from the scorers and distributes them to the correct team. DQ's in the championship heat receive 6th place award (or 8th place in a 8 lane pool) and DQ's in the consolation heat receive 12th (16th) place award.
 - 2. Each team facilitates its own awards at finals
- D. Reseeding after the scratch meeting
Only changes to the Championship heat will be reseeded. Any scratches in the consolation heat will be handled by moving alternates into the lane(s) opened by the scratched swimmer. The consolation heat will not be reseeded in any case, even when changes are made to the Championship heat.

V. LEAGUE ASSIGNMENT OF PERSONNEL

As noted in the RMSL By-laws, for prelims and finals the League shall pro-rata personnel for timers, scorers, stroke judges and ribbon writers. Each team shall be responsible for providing experienced personnel. If a team cannot meet the personnel requirements, the league must be notified one week prior to the start of prelims. Any last minute problems will have to be handled by contacting the other teams and arranging switching times or positions.

IT IS EVERY TEAM'S RESPONSIBILITY TO FILL THEIR ASSIGNED POSITIONS !!!