

## CHECKLIST FOR SWIM MEETS

### 1. Preparation of pool area:

- Have pool filled to highest level, but not covering lane lines
- Remove diving boards if pool has no diving well
- Remove ladders and obstructions, if any, in swimming lanes
- Install lane dividers, backstroke flags, lane markers, skimmer covers
- Set up Data/Tables Area
- Test sound system
- Designate team areas and seating area for Team Representatives
- Rope off area for spectators and Data/Tables area (optional)
- Designate areas for briefings

### 2. Equipment list:

- Starting device and backup
- Sound system and table for announcer
- A playable version or someone to perform the National Anthem
- A "Table Box" containing necessary supplies
- Meet sheets for Officials and Table workers
- Awards and labels
- Disqualification, Relay Take-off, and Scratch/Substitution forms
- Clipboards and pencils for lane timers and other officials
- Stopwatches and batteries (plus back-ups)
- Lane Timers' cards for BOTH teams
- Computer, printer, and their necessary power cords
- Backup computer and printer and power cords

## RECOMMENDED PROCEDURES FOR TEAM MEETS

Please also see [myNVSL.com/documents](http://myNVSL.com/documents) for 2021 Season Modifications

1. Meet preparation by both teams and cooperation with the Meet Manager and the Referee by everyone at the meet is essential.
2. The Meet Manager (host Team Rep) should contact the visiting Team Rep early in the week of the meet to establish the date, time, place and method to be used to exchange Firm Entry Lists. *(Rule 4a)*
3. At least 24 hours before the meet, when Firm Entry Lists are exchanged, Team Reps should agree upon: both team areas, which should be as equitable as possible; the assignment of the meet officials; and any significant changes in the meet procedures. Changes due to scratches and substitutions shall only be made at the meet.
4. The host team prepares the meet sheets without seed or entry times and provides approximately 25 copies for Referee, Starter, Stroke and Turn Judges, Asst. Chief and Chief Timers, Clerks of Course, Announcer, Data and Table Workers, Team Reps and Coaches. Copies of the meet sheet may be made for sale. A cover sheet showing the date, teams, and Meet Officials should be attached to the sale and Table copies.

5. The host team prepares time cards for both teams. The cards include the first and last names of swimmers (including relay swimmers) and the event and lane numbers. Seed/entry time should not be printed on the cards. The cards are assembled in lane and event order on the Head Lane Timers' clipboards prior to the start of the meet.
6. Award labels are usually printed by the data coordinator at the meet. Check with your data coordinator.
7. The pool should be ready for competition 30 minutes prior to the start of warm-ups. Lane lines and backstroke flags should be in place and the water level should be as high as practicable. Water vents/skimers within the pool's competition area should be covered.
8. Referees and Marshals should report to the pool prior to the start of warmups. All other officials should report to the pool at least 45 minutes before the meet start time. The Referee should meet with all officials approximately 20 minutes before the start of the meet to brief them on their assignments. The Referee and/or Starter ensures the starting equipment is tested and in good working order, briefs the timers, and conducts watch checks before the start of the meet.
9. Before the start of the meet, or as far in advance of the events as possible, each Team Rep shall provide the original (white copy) of the Scratch- Substitution Form to the Place Recorders with copies to the Clerk of Course, the Announcer, and the opposing Team Rep. The Place Recorders shall ensure each Scratch Form is routed to Data Entry and to Verifier(s).
10. The Announcer should call the first two events to Clerk of Course approximately 10 minutes before the start of the meet and should keep two events ahead throughout the meet.
11. Just prior to the National Anthem and throughout the meet as necessary, the Announcer should read the following: "ALL competitors, coaches, officials and spectators are reminded to follow the NVSL Standards of Conduct and to maintain silence prior to the start of each event." *(see [mynvsl.com/documents](http://mynvsl.com/documents) and NVSL Handbook for NVSL Standards of Conduct)*
12. The Head Lane Timers shall verify the names of swimmers in their lanes immediately before or after the event and make necessary corrections to the time cards. At the completion of each event, each Head Lane Timer LEGIBLY writes the stopwatch times on the card, determines the official time, and **LEGIBLY** writes it on the card. Each lane timer views the recordings by the Head Lane Time for correctness before clearing his or her watch. The time cards are collected by the Chief Timer who reviews the times and has the cards delivered to the Place Recorder.
13. The official observing a swimmer disqualify shall prepare an original and a copy of the DQ slip. The Referee shall review the disqualification and, if it is upheld, shall initial the DQ slip. The original DQ slip goes to the Place Recorder, and the copy goes to the Team Rep of the disqualified swimmer. Relay Take-off slips showing disqualifications shall be attached to the official/original DQ slip by the Place Recorder.
14. A ten-minute break should follow Event #40 (15-18 Girls Butterfly), and a five-minute break should follow Event #50 (15-18 Girls Medley Relay).

**15.** The Place Recorder verifies the official time on each card; determines the order of finish by arranging the time cards in order with the fastest time on top; staples DQ slips to the front of the appropriate cards; identifies times for new League Records and records these new record times on the Official Meet Results' cover sheet. The Asst. Place Recorder writes the places on the cards; writes a red "DQ" on the cards of the disqualified swimmers; and sorts the cards into lane order. The Place Recorders verify each other's work.

**16.** If a League Record is set, the Place Recorders: (1) Ensure that the signatures of the Referee, the Chief Timer and the three lane timers who timed the race are on the back of the record time card; (2) Mark the card in red "new NVSL Record"; (3) Make a duplicate time card, without signatures, but marked in red "New NVSL Record duplicate card" to forward with the other event cards; (4) Ensure that the original record card goes to the RECORD BREAKER'S Team Rep at the conclusion of the meet. The Team Rep should make a front and back copy of the card for retention (a front and back picture is also handy) and then forward the original record card to the League Records Chair who will notify how/when patches and certificates will be available.

**17.** After the Place Recorders, the cards go to Data Entry and then to Verifiers. One person from each team should be used for Data Entry and to provide for dual confirmation of the entered time with the time card. After the data entry for each event, the swimmers' names and finish times/DQs are printed. Verifiers review this print-out and the time cards for accuracy before any results are announced. Any differences between this print-out and the time cards, should be immediately resolved. The Verifier(s) should sign or initial the final verified print-out and pass it on to the Announcer.

**18.** The cards and print-outs go to Meet Manager at meet's end for retention along with the other meet documents until June 1 of next year (*Rule 16c*).

**19.** A cover sheet listing the date, participating teams, final scores, officials who worked the meet and records should be attached to the Official Meet Results. The original (white) Scratch Forms for both teams should also be attached. The Referee should review and sign these results AFTER ensuring that the DQs, League Records, and swimmer changes were properly recorded. This signed results package goes to the Meet Manager for forwarding to the Division Coordinator.

**20.** The Meet Manager should provide the score, League Records broken and other newsworthy information to the Division Coordinator by 12:30 p.m. on the day of the meet. The Division Coordinator should arrange to have the meet's scores uploaded to the NVSL website by 1:00 p.m. that afternoon and should ensure a meet results file (cl2) is uploaded to the NVSL website.

**21.** On meet day, a copy of the Official Meet Results should be posted at each pool in a location accessible to the public and should remain posted for a few days. By Tuesday following the meet, each host team shall provide an electronic copy of: (1) the Official Meet Results, (2) the original Scratch Forms, and (3) a list of Officials who worked the meet to each team in the division. (*Rule 16b*)