

# Swim Team Meet Tips

## Swim Meet Schedule

<b>7:00 AM</b>	<b>Set-up and Concession Committee arrive (home meet)</b>
<b>8:00 AM</b>	<b>Swimmers arrive</b>
<b>8:30 AM</b>	<b>First half parent volunteers arrive and check in</b>
<b>9:00 AM</b>	<b>MEET BEGINS</b>
<b>10:15 AM</b>	<b>Break</b>
<b>10:20 AM</b>	<b>Second half parent volunteers check in</b>
<b>10:30 AM</b>	<b>SECOND HALF OF THE MEET BEGINS</b>
<b>12:30 PM</b>	<b>Meet ends; clean-up and "tear down" parent volunteers disassemble and store equipment and materials</b>

**Warm ups:** In swimming, as in any strenuous sport, it is important to stretch and warm up before competing. Plan to arrive at meets at 8:00 AM so your swimmer will have a chance to loosen up with some warm-up laps.

**Food:** Start your swimmer off with a good (light) breakfast before a meet. Complex carbohydrates such as whole grain cereals, rice, or pasta are best before a meet. Foods rich in potassium (bananas, cranberry juice) are good if a swimmer has trouble with muscle cramps. We encourage you to support the snack bars at the meets since the profits go to the host team. No glass is allowed in the pool areas. Please keep the pool area litter free.

**What to bring:** A bag to carry swim gear, team swimsuit, two towels, sunscreen, swim cap, goggles, sweatshirt or t-shirt, water bottle, hat, snacks or money to purchase snacks, beach chair(s).

**Seating:** You may wish to bring your own chair to the meet as seating is limited at most of the pools. You will generally find that the Marlins parents will gather in one area, so look for them when you arrive. Swimmers should sit with the team to make it easier to find them for their events and to promote togetherness and spirit.

**Helping out:** Swim meets can only run smoothly and finish on time if we have your help. Most of the jobs can be learned quickly, even if you're not familiar with competitive swimming. Sometimes the best views and shadiest seats go to those who help with timing or scorekeeping!

**Events:** Swimmers are grouped by age in two-year brackets (i.e., 5-6, 7-8, 9-10, 11-12, 13-14, 15-18) according to the swimmer's age as of June 1st. The order of events is usually: Medley Relay, Butterfly, Backstroke, Breaststroke, Freestyle, Individual Medley, Freestyle Relay. Swimmers compete in three or four events each meet.

**Awards:** Ribbons will be awarded for first through sixth place at the meets. Participation ribbons are given to all swimmers not receiving a place finish or heat winner ribbon. Marlins who improve their times or set team or league records will also receive special ribbons. Ribbons are given out each week by the coaches at our Monday practice following a meet. If a swimmer is not at practice, the ribbons will be filed under his/her name in our file boxes by the pool gate. At the end of the season, all swimmers who have participated in at least two swim meets will receive a swimmer's trophy.

## DUAL-TRI SWIM MEET JOB DESCRIPTIONS

**Sign In Table:** Uses an alphabetical list of the swim team and checks in the swimmers as they arrive to the meet. With a permanent marker, writes the event numbers that the swimmer will swim on the inside of their arm.

**Ready Bench Stager:** Places the swimmers in their events, heats and lanes, according to times on the lane slips at the Ready Bench Staging area. *(Coaches are responsible for staging the medley relays and the free relays).* Posts the event numbers at the Ready Bench Staging area to let the swimmers know when they need to come to the staging area.

**Ready Bench Worker:** Takes direction from the Ready Bench Stager. Walks the swimmers to their appropriate waiting area, lines them up and stays with them to assure that the swimmers are at the proper lane when it is time for their heat.

**Announcer:** Makes announcements as necessary. Announces the event & heat number plus the sex & age group before each heat.

**Meet Official:** Officiates the meet as either the starter judge, stroke judge and/or the finish judge. *(Must be trained by the Irvine Swim League).* Enters disqualifications, 1st and 2nd places on the Judge's slip. Gives the Judge's slip to the Runner.

**Timer:** Uses a stop watch to time the swimmer in their assigned lane. Listens to the announcer for the beginning of the heat. Pushes one button when the heat begins, and another when the swimmer in that lane touches the wall. Tells the time to the Timer/Lane Writer.

**Timer/Lane Writer:** Besides timing, in charge of entering the times from each timer on the lane slip. Circles the middle time. Before each heat, listens to the announcer for the correct event number, heat number, age group, sex, etc. Verifies the swimmer's name before the swimmer leaves the deck.

**Back Up Timer:** Starts the stop watch at the beginning of each heat. If a timer misses the start of the heat, they raise their hand and call out "Back Up". The Back Up Timer then walks to the lane requiring assistance and stops the watch when the swimmer in that lane touches the wall.

**Runner:** Picks up the lane slips from the Timer/Lane Writer and the Judges' slips from the meet officials after each heat. Verifies that the lane slips are in numerical order, places the Judges' slip

on top, clips the slips together and gives them to the Sorter.

**Sorter:** Uses the Judges' slips to determine 1<sup>st</sup> & 2<sup>nd</sup> place for each heat. If necessary, writes "JD" (judges decision) on the lane slip. Writes "HW" (heat winner) on the lane slip. Checks the Judges' slips for disqualifications and writes "DQ" on the corresponding lane slip. Holds on to the lane and Judges' slips until all heats for a particular event have been turned in. Sorts the lane slips from all heats for that event into time order. Writes "1<sup>st</sup>-3<sup>th</sup>" on the 6 fastest lane slips. Writes "P" (participation) on the rest. Separate the lane slips into each team, clips them together and passes them down to the Team Scorekeepers.

**Team Scorekeepers:** Uses the lane slips and enters the times and places on the team score sheets. Assigns scores according to Irvine Swim League rules. Keeps a running total of the score. Passes the lane slips down to either the computer input person or team records/time improvements person.

**Team Records/Time Improvements:** checks the Team Record Holder Binder for each event to see if the fastest swimmer broke a new record. If so, records the new information in the binder, writes "TR" on the lane slip and adds the information on a list for the Publicity Chair. Checks each swimmers' time against their old times to see if they had a time improvement. If so, writes "TT" on the lane slip. Passes the lane slips down to the ribbon writers.

**Computer Input:** Uses the lane slips to enter the times, places and scores into the computer. Prints out the labels for the ribbon writers. Passes the labels and lane slips down to the ribbon writers. Also prints out a list of all new Team Record Holders and swimmers who have received 3 1<sup>st</sup> paces, 3e time improvements and/or large time improvements. Gives this information to the Publicity Chair.

**Ribbon Writer:** Sticks the computer labels on to the ribbons. If none are available, then uses the lane slip to write the name, date, time, age, sex and event on the ribbon. Fills out duplicate ribbons for Heat Winners, Team Records, and Time Improvements. Fills out Participation Ribbons for disqualifications and writes "DQ" after the time. Sorts the ribbons in the team ribbon box. Places the lane slips in the team lane slip box.

**Snack Bar Worker:** Sells the food and drinks available at the snack bar. Keeps the area clean of trash. Delivers water to the workers each half - timers, meet officials, etc.