

This Meet Guide has been developed to assist each team to prepare for the summer swim meet season. It offers a standard approach for preparing for each in-season meet. This guide is intended to provide all necessary references for (a) training volunteers and (b) the conduct of an in-season meet. This guide is based on a combination of hints, operating experiences, and direct reference to the CCSL Bylaws. It is not intended to replace the Bylaws. It should provide a practical sequenced format for preparation and conduct of in-season meets.

Applicable sections of this guide should be available to each swim group volunteer during any meet. The In-Season Meet Guide has been organized into four sections to provide easy access to specific instructions.

SECTION I:	GENERAL PREPARATIONS FOR THE SEASON	page 1
SECTION II:	SPECIFIC PREPARATIONS FOR HOME TEAMS	page 1
SECTION III:	SPECIFIC PREPARATIONS FOR VISITING TEAMS	page 3
SECTION IV:	JOB DESCRIPTIONS FOR VOLUNTEERS	page 4

Maintenance of the In-Season Meet Guide is the responsibility of the CCSL League Vice President. If you have any recommendations for improvements to this Guide, please contact the League Vice President or your team's CCSL Board representative.

SECTION I: GENERAL PREPARATIONS FOR THE SEASON

1. Coaches and parents are reminded to read and practice the principles outlined in the preamble to the CCSL Bylaws. We should place above all else, the importance of creating a positive environment for all the children involved in the activities of this league.
2. Every meet official must recognize the importance of their contribution to the conduct of a swim meet. The fairness of the meet operation relies upon the attention and cooperative performance of all meet officials. During every meet there are critical periods which require the special attention of all meet officials. This may mean missing your child's swim or finish, but it is necessary that we be fair to all swimmers. If this is unreasonable, please ask to be relieved of your duties in advance. All officials should refrain from showing bias while "on the deck".
3. Each team should select an active support organization prior to the end of each season. Included in the organization should be a specific individual to serve as the MEET DIRECTOR for the upcoming year. This individual will be the focal point and authority in preparation and conduct of the upcoming in-season meets. This responsibility ideally should be separated from any other key responsibility (e.g., Coach or President) because of the conflict of responsibilities during critical periods. The Meet Directors will act as the official points of contact for channeling communications relevant to preparation for an in-season meet between the participating teams.

SECTION II: SPECIFIC PREPARATION FOR HOME TEAMS

1. All meets are scheduled to start at 8:30 AM on the Saturday prescribed in the schedule except for any deviations due to weather, etc. which may be made by the Home Meet Director. The start time and date of the meet may be changed in advance only by mutual unanimous consent of the competing teams.
2. The Home Meet Director should contact each participating Visiting Team Meet Director by THURSDAY prior to the meet to coordinate any specific arrangements not covered in this guide. The Home Meet Director should contact their team's supporting organization Chairs (ex: Head Timer, Head Ready Bench, Head Scorer, etc.) by THURSDAY prior to the meet to confirm all necessary volunteers have committed. Local details to be worked out include:
 - Equipment Set-up
 - Announcer (1)
 - Starter (1)

- Stroke & Turn Judges (3 per shift)
- Timers with stopwatches (9 plus Head Timer)
- Scoring and Awards Officials (3 including heat ribbon distribution)
- Ready Bench (2)
- Runners (2 - 3 per shift)
- Computer Operator (1)

Consideration should be given to using at least two shifts per meet.

3. The Coach and Meet Director should discuss the upcoming meet by the THURSDAY prior to the swim meet, to ensure any special needs can be accommodated.

4. The Coach should prepare a set of entry worksheets or files for the upcoming meet by THURSDAY to allow for the preparation of the heatsheet. This entry file shall be provided to the home meet computer operator or Meet Director at the time of seeding of the meet - normally by 2 pm on THURSDAY before the meet. Each swimmer can be seeded in no more than three (3) individual events in a swim meet, plus two (2) relay events.

Care must be taken when developing the heatsheet since it governs who may swim in what events, heats, and lanes. Scratches may be accepted up to the point of the first starting gun. There will be NO LATE ENTRIES OR DECK ENTRIES after the heatsheet has been finalized, except in the event of computer operator error and only with permission of the Home Meet Director. A swimmer may be seeded at any age group at or above his or her league age as of May 1. Any points accrued by the swimmer stay with the event swum.

Heatsheets must be posted and available as a printable file by 5 pm the day before the meet.

5. The following equipment and supplies are to be provided at each in-season meet by the home team:

- Strobe light starting system
- Backup starting system and amplifier
- First Aid Kit
- Official lane/timer sheets
- Official DQ Slips
- Official ribbons (for both teams, include extras for ties)
- Clipboards (12 to 15, enough for all groups of timers and each pair of judges)
- 3 stopwatches for each Lane (plus 2 for backup, plus 2 for the Head Timer) and spare batteries.
- Sharpened pencils (minimum of 20, for all workers on both teams)
- Drinking Water (minimum recommended: 10 oz glass per worker for both teams for each 1.5 hours worked)
- Name tags (home team workers only)
- Computer, Printer, paper and labels for results, scores, reports, and awards.

6. The meet facilities should be checked to ensure that all equipment is in good working condition.

This list includes:

Pool Area:

- Clean, chemically balanced water
- Lane lines between all lanes and along the edge for odd-shaped areas (i.e., diving wells)
- Backstroke flags (6 feet above water, 5 yards or 5 meters from each end)
- Starter's strobe light system (recharge the night before the meet)
- Amplifier for Starter

Ready bench area:

- 3 to 4 rows of benches or chairs (Width based on the number of lanes in your pool)

Announcer area:

- Amplifier system which can be heard in the pool and swimmer areas

Scoring and awards area:

- Protected tables and 6 to 8 chairs

Special consideration should be given to provide adequate and reasonable accommodations for the visiting teams' swimmers, volunteers, and spectators.

7. The meet shall start only after the finalized Master Heatsheet and Lane/Timer Sheets are ready at the scoring table. The swim meet's final Results Report combined with the Scores Report will be the official record for the League Championship Meet and seeding times.

SECTION III: SPECIFIC PREPARATION FOR VISITING TEAMS

1. The Visiting Team Meet Director(s) should contact their team's supporting organization Chairs (ex: Head Timer, Head Ready Bench, Head Scorer, etc.) by THURSDAY prior to the meet to confirm all necessary volunteers have committed. This includes:

- Stroke & Turn Judges (3 per shift)
- Timers (9)
- Ready bench (2 to 3 per shift)
- Scoring and Awards Officials (3 including heat ribbon distribution)
- Age Group Parents
- Computer Operator

Consideration should be given to using at least two shifts per meet.

2. The Coach and Meet Director should discuss the upcoming meet by the THURSDAY prior to the swim meet, to ensure any special requests can be accommodated.

3. The Coach should prepare a set of entry worksheets or files for the upcoming meet by Thursday to allow for the preparation of the heatsheet. This entry file shall be provided to the home meet computer operator or Home Meet Director at the time of seeding of the meet - normally by 2 pm on THURSDAY before the meet. Each swimmer can be seeded in no more than three (3) individual events plus two (2) relay events.

4. The following equipment and supplies are to be provided at the meet by the visiting team:

- Name tags for all visiting workers

SECTION IV: JOB DESCRIPTIONS FOR VOLUNTEERS

1. Volunteers are the heart of the CAPITAL CITY SWIM LEAGUE operations. They enable the league to consistently conduct swimming meets that require complex coordination among hundreds of swimmers and workers without any significant problems or conflicts. This section of the Guide provides a description of the specific responsibilities of each of the volunteers. The list includes:

AGE GROUP PARENTS	page 4
HOME MEET DIRECTOR	page 5
OFFICIAL COACH	page 6
READY BENCH	page 7
RUNNER	page 8
AWARDS OFFICIAL	page 8
SCORER	page 9
STARTER	page 10
STROKE & TURN JUDGE	page 10
TIMER	page 11

2. This section is intended to provide the chairperson responsible for any of these areas a guide for recruiting and training a staff of volunteers for the upcoming season. We strongly urge that the chair for any area be experienced in that phase of running a meet.

3. This section also provides the Home and Visiting Meet Directors a standard checklist for ensuring consistency and awareness among the volunteers. The Meet Directors should reinforce specific key references in each job description with workers prior to the start of a meet.

4. The applicable job descriptions contained in this section should be copied and made available to specific volunteers prior to the beginning of summer league swim season.

AGE GROUP PARENTS: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED - A minimum of about 6 to 12 Age Group Parents ("Zookeepers") per team are required for each home and away meet. The number required varies based on how a team elects to assign parents to the age groups.

(2) CERTIFICATION - Age Group Parents are not required to attend a league official's clinic. It is the responsibility of each team to train their volunteer Age Group Parents.

II. PREPARING FOR AN IN-SEASON MEET

(1) Age Group Parents should print their own copy of the heatsheet prior to the start of the meet. Age Group Parents should pay close attention to the announcer and begin locating their swimmers about 2 events prior to their next activity. Age Group Parents are responsible for ensuring swimmers report to the Ready Bench at the time of the "first call" announcement for their event.

(2) The Age Group Parents for the youngest ages (6 & under and 7 - 8 years) are critical to the timely start of the meet. About 8:15 AM, the Age Group Parents for these ages should begin organizing their swimmers. The younger swimmers should be personally escorted to the ready bench for each event to avoid lost time or missing their event.

HOME MEET DIRECTOR: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED - One Home Meet Director is required for each home meet. Each team should have 1 or 2 Meet Directors certified each year.

(2) CERTIFICATION - All Meet Directors must attend a League Officials Clinic each year.

II. PREPARING FOR AN IN-SEASON MEET

(1) The Home Meet Director shall be in complete charge of the conduct of meet. He/She shall adjudicate all disputes and have the final word in all matters, subject only to a written protest as provided for in the CCSL Bylaws.

(2) The Home Meet Director must be involved and approve any negotiations for special requests pertaining to the meet. Such requests must be detailed and must be negotiated by Thursday prior to the meet to allow both teams adequate time to prepare. Officials and Coaches for both teams must be aware of such exceptions.

(3) The Home Meet Director must ensure that all officials and Coaches are aware of their responsibilities prior to the start of each meet. The Home Meet Director should use this Guide as assistance for reviewing any special instructions, which will pertain to the meet, and conveying these to the officials to ensure consistency.

(4) The Home Meet Director shall review the condition of the pool, support facilities, equipment, and supplies as outlined in Section II of this Guide prior to the beginning of the meet, and ensure corrective action is initiated in accordance with the severity of the problem.

(5) The Home Meet Director shall coordinate the necessary scheduling with meet officials to begin the meet at the scheduled start time. The Meet Director must verify the finalized Master Heatsheet is ready at the scorer's table by the start time.

(6) The Home Meet Director shall observe the progress of the meet to ensure a smooth integration of activities. Seeking feedback from the various officials and taking action to help, or replace, an official who is ineffective, is critical.

(7) The Home Meet Director shall accept protests considering matters of judgment only from the Official Coach, the Visiting Meet Director, or the Team President.

(8) The Home Meet Director may override an official's decision if it is not in agreement with the CCSL Bylaws.

(9) Individual awards shall not be recalled except in the cases of ineligible swimmers or serious unsportsmanlike conduct on the part of the swimmer.

(10) The Home Meet Director shall make the final judgment on postponement or cancellation of a scheduled meet due to inclement weather. Such decisions should be communicated to the Visiting Team Meet Director as soon as possible. Some guidelines for making a decision include:

(a) BEFORE THE MEET - Texas weather is unpredictable, especially early in the morning. It may be best to delay the meet for an hour rather than canceling immediately. If the conditions involve only a light mist, you may have both teams show up on time, which allows for an earlier start if conditions do clear up. This alternative becomes more feasible if your pool has a warm, covered facility to keep out of the rain. Remember, that volunteers and swimmers were going to spend their whole morning at the meet, so attempting to conduct the meet is generally the best rule. If, however, the meet cannot begin by 10:00, or

the conditions include severe weather, do not jeopardize the safety of anyone. If deciding to cancel early, or delay, call the Visiting Meet Directors no later than 7:00 AM. The visiting team must have adequate time to notify their families before they drive to the meet for warm-ups.

(b) DURING THE MEET - Upon first notice of any severe conditions, take action to suspend activities and minimize risks to both the swimmers and parents. This will most likely involve at least a temporary interruption of the meet. If the conditions involve only rain, then the decision becomes more difficult. Certainly any heavy rain dictates an interruption of activities, but do not underestimate the importance of quickly delaying a meet in even a light mist; a delayed decision will result in wet, cold swimmers and volunteers, as well as the potential destruction of the paperwork necessary to run your meet. Your actions rely partially on the facilities at your pool.

(11) All neighborhood meets are scheduled to start at 8:30 AM on the Saturday prescribed in the schedule except for any deviations due to weather, etc. which the Home Meet Director may make. The start time and date of the meet may be changed in advance only by mutual consent of the competing teams. The meet shall start only after the finalized Master Heatsheet is ready at the scoring table. Scratches may be accepted up to the point of the first starting gun. There will be NO LATE ENTRIES OR DECK ENTRIES has been finalized, except in the event of computer operator error and only with permission of the Home Meet Director. The Master Heatsheet will be the official record for the League Championship Meet and seeding times. The Home Meet Director shall forward the final results report, scores report and associated computer files to the League Meet Director after each meet.

(12) The host or home team shall warm-up prior to 7:55 AM and must be out of the water to allow the visiting teams to begin warm-up promptly at 8:00 AM. The visiting teams shall be allowed to warm-up until 8:25 AM and must be out of the water and ready to begin the meet promptly at 8:30 AM. Deviations to this schedule may be made only the Home Meet Director.

(13) If a meet in progress is interrupted by the Home Meet Director due to inclement weather, it may be rescheduled by mutual agreement of the teams. The rescheduled meet shall start at the point at which the original meet stopped. If a meet is canceled by the Home Meet Director for any reason, the winner after half of the day's events have been completed will be the winner. If fewer than half of the day's events have been completed, there is no declared winner. If not held within two weeks, the meet is canceled.

(14) All swimmers in an event will be seeded by time from slowest to fastest, with slowest swimmers entered into the first heat. Swimmers can be moved up into empty lanes if it will result in deletion of a heat(s) in an event. Moving swimmers into open lanes requires close coordination between the Ready Bench, Timers, Stroke Judges, and Scorers.

III. AFTER THE MEET

The Home Meet Director shall make a written report to the CCSL President on any disqualification not involving the swimming of an event, or on any unsportsmanlike conduct he or she considers detrimental to the conduct of the meet.

OFFICIAL COACH: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED - A minimum of 1 Official Coach per team is required for each home and away meet.

(2) CERTIFICATION - All Official Coaches shall attend a league Officials Clinic each year.

II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director shall review the following guidelines with all Official Coaches before the start of each meet.

(1) The Official Coach shall submit the official list of entries for each event for his or her team on their official team disk or file on the THURSDAY prior to the meet at the convenience of both teams so that the meet can be seeded using the Meet Manager software. Scratches may be turned in to the scoring table up to the point of the start of the first race. There will be NO LATE ENTRIES OR DECK ENTRIES after the heatsheet has been finalized, except in the event of computer operator error and only with permission of the Home Meet Director. If a swimmer misses an event, he/she can still participate in their other, subsequent scheduled events.

(2) For In-season meets, the Official Coach may submit a written protest to the CCSL League Meet Director and League Vice President within 48 hours on what is considered a serious or deliberate infraction of League Bylaws or unsportsmanlike conduct during a meet.

(3) The Official Coach is responsible for instructing the swimmers on his or her team in the proper stroke technique as described in the "Stroke Judges preparation", this Section. The Coach should work with the swimmers to be attentive and take their marks quickly in response to the instructions of the Starter.

(4) The Official Coach is responsible to counsel any swimmer guilty of unsportsmanlike conduct or abuse of the letter or spirit of the CCSL Bylaws.

(5) The Official Coach is responsible for early negotiation of any special requests dealing with the conduct of the meet. Such requests must be negotiated with the visiting Coaches, the Home Meet Director, and Visiting Meet Directors by THURSDAY prior to the meet to allow both teams a fair opportunity to prepare.

(6) The Official Coach is responsible for preparing a team entry disk or file for each meet by 2 pm on THURSDAY prior to the meet to allow for the preparation of the official heatsheets and lane/timer sheets.

(a) A swimmer may be entered at any age group at or above his or her league age (age on May 1st). Any points accrued by the swimmer stay with the event. For In-season meets and the Championship meet, swimmers may be entered in three (3) different individual events and two (2) different relay events. Swimmers may "swim up" in age-group but not down. Swimmers may not swim in the same event in two different age groups. For example, a 9-year-old girl may swim in the 9 – 10 girls freestyle and 11 – 12 girls backstroke. She may not swim in the 9 – 10 girls freestyle and the 11 -12 girls freestyle. She may swim in the 9 – 10 girls freestyle relay and the 11 – 12 girls medley relay. She may not swim in the 9 – 10 girls freestyle relay and the 11 – 12 girls freestyle relay.

(7) False starts will be judged by the stroke judges and ruled as DQ's. The event will not be interrupted for a false start.

READY BENCH: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED - A minimum of 2 Ready Bench Workers per team per shift are required for each home and away meet. We recommend that each team recruit and train 4 to 8 Ready Bench Workers for the year.

(2) CERTIFICATION - Ready Bench Workers are not required to participate in league training. It is the responsibility of each team to train their own ready bench personnel.

II. PREPARING FOR AN IN-SEASON MEET

(1) Ready Bench Workers are responsible for organizing the swimmers into heats in accordance with the heatsheet before the start of each event.

Ready Bench Workers:

(a) Verify each swimmer or relay team. Compare swimmer names with the heatsheet. Notify the Age Group Parents of any missing swimmers, and notify the Official Coach of any swimmers not on the heatsheet.

(b) Arrange the swimmers from both teams into their respective heats and lanes.

(c) The Ready Bench Workers may reassign a swimmer to a later (higher seeded) heat if there is an open lane and a remaining swimmer is not left to swim alone in the previously assigned heat. Such changes should only be initiated when they will result in fewer heats. Girls and boys heats may be combined but will be scored separately. When reassigning swimmers into different heats or lanes, ensure the Starter, Timers, Stroke Judges, and Scorers are aware of changes. Timers must note the change of heat and lane for the swimmer on the lane/timer sheet.

(2) Ready Bench Workers should stage swimmers such that one group moves to the on-deck area behind the starting blocks as the group from that area moves to the starting blocks. This is especially important when the second group is required to stand on the starting blocks (ex: backstroke).

RUNNER: JOB DESCRIPTION

I. PREPARATION FOR THE SEASON

(1) NUMBER REQUIRED - A minimum of 2 Runners per shift are required for the most events at each meet. All participating teams should provide Runners. We recommend that each team recruit and train 3 to 6 Runners for the season.

(2) CERTIFICATION - Runners are not required to attend league training.

II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director is responsible to review the guidelines with all Runners before the start of each home meet:

(1) Runners will pick up completed lane/timer sheets and DQ slips. Be alert for DQ slips from Stroke Judges on either side of the pool. The lane/timer sheets and DQ slips are to be delivered to the scoring table.

(2) Runners will post results reports and score as they become available from the scoring table.

AWARDS OFFICIAL: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED - A minimum of 1 Awards Official per team per shift is required for each home and away meet. We recommend that each team recruit and train 5 Awards Official per year.

(2) CERTIFICATION - Awards Officials are not required to attend league training.

II. PREPARING FOR AN IN-SEASON MEET

(1) Awards Officials are responsible for adhering labels to the appropriate ribbons (or medals) and organizing awards (per teams' preference) for distribution after the meet.

III. HEAT RIBBONS

(1) Heat ribbons may be awarded at the discretion of Awards Officials in all events at all meets.

SCORER: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) **NUMBER REQUIRED** - A minimum of 2 Scorers per team per shift are required for each home and away meet. We recommend that each team recruit and train 5 to 10 Scorers per year.

(2) **CERTIFICATION** - Scorers are not required to attend league training, but should be familiar with the league software designed to seed and manage in-season meets.

II. PREPARING FOR AN IN-SEASON MEET

(1) The Head Scorer/Computer Operator is responsible for:

(a) Advising the Home Meet Director that the finalized Master Heatsheet and Lane/Timer Sheets are ready at the at the scorer's table prior to the start of the meet. The Scorers are also responsible to ensure that no deletions are made to the Master Heatsheet before the planned start time of the meet.

(b) Delivering the completed lane/timer sheets, DQ slips, results report, scores report, and associated files to the Home Meet Director at the end of the meet.

(2) Scorers are responsible for:

(a) Receiving and organizing the lane/timer sheets and DQ slips which are delivered to the scoring table by the Runners.

(b) Checking each lane/timer sheet with another Scorer from a visiting team. The Scorers will determine the official time in accordance with League Bylaws, record any DQ's and pass the information to the computer operators.

(c) Determining the order of finish for an event, after all heats of an event have been run. Order of finish is determined by the Scoring Rules Section of the CCSL Bylaws. Results reports should be printed and posted at the end of each stroke.

(d) Scoring for in-season meets is in accordance with the Scoring Rules section of the CCSL Bylaws. The official score may be passed to the announcer at routine intervals.

(e) If these rules do not cover a situation, consult the Home Meet Director. If you see consistent problems with a lane or a timer, notify the Home Meet Director so he or she can reconcile the problem.

(3) **DISQUALIFICATIONS** – Disqualified (DQ'd) swimmers will not place and will not receive team points or awards for that event.

STARTER: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED - A minimum of 1 Starter is required for all events. Starters should not be changed unnecessarily during a meet. A new Starter should be given an opportunity to learn the job prior to a league meet.

II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director should review the following guidelines with the Starter prior to the start of each meet:

(1) The Starter shall use a strobe light/horn system to start all events.

(2) A Back-up Starting system will be available for backup in case the primary strobe light system fails to operate.

(3) The Starter shall begin each event by advising the swimmers, Stroke Judges, and Timers of the event number, event name, heat number, and if appropriate, the order of strokes.

(4) The Starter shall ask the Timers and Stroke Judges if they are "ready" prior to the start of each race. The Starter should not proceed until all officials signal their readiness by raising a hand.

(5) After asking the swimmers if they are ready, the Starter shall "start" the race with the words "swimmers, take your marks," then pause to make sure that all swimmers are motionless, and then fire the start tone and strobe light. Rolling starts are not permitted. If one or more of the swimmers does not take their marks or become motionless quickly, the Starter should instruct all swimmers to "stand up", instruct the unprepared swimmer, and restart the race. Repeated failure of a swimmer to take their mark is grounds for a DQ.

(6) From the time a swimmer "takes his/her mark" until the end of that heat, that lane belongs to that swimmer. Anyone not swimming who interferes with that swimmer and lane (except for the obvious safety of the swimmer) will be considered an intruder. If the intruder is from that swimmer's team, that swimmer is disqualified. If the intruder is from the opposing team, the highest seeded swimmer from the opposing team for that event will be disqualified.

STROKE & TURN JUDGE: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) RECOMMENDED NUMBER REQUIRED - A minimum of 2 Stroke Judges per shift per team are required for all individual events in each home and away meets. Relays require a minimum of 4 judges from each team. The additional judges will be used as described in Section (5) below. We recommend that each team maintain a staff of 10 certified judges. Adjustments to the number of Stroke & Turn Judges may be made by the Home and Visiting Meet Directors.

(2) CERTIFICATION - All Stroke Judges must attend a league Officials clinic each year. Each Meet Director will be provided a list of league certified judges for the current year.

II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director shall review the following guidelines with all Stroke Judges prior to the start of each in-season meet:

(1) All Stroke Judges must be CCSL certified during the current year.

(2) All Stroke Judges are reminded to refrain from displaying partiality to any team or swimmer while they are "on deck", and they are to be attentive to their assigned responsibilities while each race is in progress. It is appropriate, and in the spirit of the league, to encourage all swimmers, especially those struggling to finish. If a judge is aware of a conflict which would interfere with their ability to maintain the necessary attention to their responsibilities, the judge should request that the Starter wait until the judge is replaced.

(3) Judges shall work together in pairs on each side of the pool. One member of each pair shall be from each team. Each pair will judge strokes for their half of the pool only, i.e., three near lanes in a six lane pool.

(4) Judges shall have the sole responsibility to observe starts, strokes, turns, finishes, and relay exchanges to determine that they comply with the USA Swimming rules.

(5) If possible, for relay events, 4 additional Stroke Judges shall be positioned at the corners of the pool to observe the exchanges for relays. These 4 judges shall be divided so that 2 of them are responsible for an end of the pool. They will observe the three closest lanes at their respective ends of the pool.

(6) Both judges in a pair must agree on a disqualification. If there is any doubt or disagreement regarding an infraction, then there will be no disqualification. If a judge recognizes that he or she was not in position to make a call, it is up to the discretion of that judge to defer the decision solely to the other judge of that pair.

(7) In cases of disqualifications, judges shall accurately and completely annotate an official CCSL DQ Slip, ensure both judges initial it and deliver it to the runner. A sample DQ Slip is included in Appendix E. It is EXTREMELY important to verify the correctness of the filled-in DQ slip. If necessary, signal the Starter to delay the next heat to ensure DQ slip accuracy.

(8) A judge may be replaced at the discretion of the Home Meet Director, but only after the Meet Director attempts to correct the situation in a conference which includes all judges. In such cases, the Meet Director shall submit a written report to the League Meet Director.

(9) For rules pertaining to starts, strokes, turns, and finishes refer to the official USA Swimming guide governing disqualification based on stroke, turn, or finish. Exception: Timers, or other qualified persons, may prevent swimmer's head from hitting the wall in the backstroke.

TIMER: JOB DESCRIPTION

I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED – Three (3) Timers per lane per shift are required for each meet. For six lane pools, 18 Timers are needed per shift. Each team should provide up to nine (9) Timers (based on their team size) per shift. Each team should have enough Timers for two shifts at each meet. Timers from each competing team will be divided as equally as possible among the lanes. Up to 20 to 25 Timers on each team should be recruited and trained for each year.

(2) CERTIFICATION - Timers are not required to attend league training, but new Timers should not work alone without assistance (and back-up) until after they have demonstrated the ability to accurately obtain and record times. Each team has the responsibility to train their own Timers.

II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director shall review the following guidelines with all Timers prior to the beginning of each meet:

(1) The Head Timer shall run two stop watches to be utilized for a backup should a Timer's watch malfunction.

(2) Timers are responsible for obtaining an accurate time recording for the swimmers in their lane and to record that time on the lane/timer sheet at the end of the race. In fulfilling these responsibilities, the Timer shall:

- (a) Zero-out their stopwatch before each race (or restart).
- (b) Verify the lane/timer sheet is for the correct event, heat, lane and swimmer.
- (c) Raise their hand when they are ready for the start of each race, in response to the Starter's question of "Timers ready?"
- (d) Listen carefully to the Starter's instructions and press the start button at the flash of the strobe light.
- (e) Verify the stopwatch has started. If a malfunction occurs, notify the Head Timer for backup timing.
- (f) Press the stop button as the swimmer (or final swimmer in the case of relay events) touches the wall or starting block. The Timer should stop the watch when any part of the swimmer's body touches the wall/block above or below the water's surface. The Stroke Judge will determine if the touch was legal.
- (g) Write the time recorded on each watch assigned to their lane on the lane/timer sheet. The time from each of the three Timers must be recorded legibly. Also, attempt to be consistent by recording the time on the same line each time. This simplifies the scoring process and assists in correcting time errors if the need arises.
- (h) Even if you see that a swimmer will be disqualified, you must always record the times, regardless of the infraction.
- (i) Hand the lane/timer sheet to the Runners when complete.
- (j) One of the Timers in each lane should verify the name of the swimmer as the swimmer exits the pool.