

## 2010 DUAL MEET PREPARATION CHECKLIST

### Please make sure you do the following before each swim meet:

- 1) Sign up for volunteer duties; three volunteer events are requested for the season but more are encouraged.
- 2) Check email or Tuesday morning practice for directions to away pool meets and for event assignments for swimmers. **Recommendation: write event information on child's arm before arriving to the meet. See instructions below.**

### Please make sure you do the following at the swim meet:

- 1) Arrive to the meet 60 minutes prior to the start of the meet. If you arrive late, please check with a coach as soon as you arrive.
- 2) Locate a heat sheet (in the check-in or bullpen area) and find out what your child is swimming.
- 3) Write Event (E) #, Heat (H), Lane (L) and Stroke (S) on your child's hand or arm with a Sharpie marker. Example:

E	H	L	S
3	1	2	1 <sup>st</sup> -Back
25	2	4	Free
47	1	2	Breast
67	1	4	3 <sup>rd</sup> -Free

Note: Medley Relay Order                      Free Relay Order  
Back(1), Breast(2),                      Free (1), Free (2)                      Clark, Morford  
Butterfly(3), Free (4)                      Free (3), Free (4)                      Heyl, Stanfield  
(Alpha order)

- 4) Check in with volunteer coordinator. This will confirm that you will be here for volunteer duty.
- 5) Make sure your child stays in the in the team area and you stay in the spectator area if you are not volunteering.
- 6) Cheer on all Barracudas swimmers swimming in a race.
- 7) If you have to leave the meet early, please notify a coach so they can take you out of all remaining events and relays.
- 8) Before leaving please make sure you clean up your area.

### What should I bring to the meet:

Swim meets are very exciting but can be stressful without planning ahead. Please help us by not forgetting anything. Please LABEL everything. It all looks the same at 9pm.....

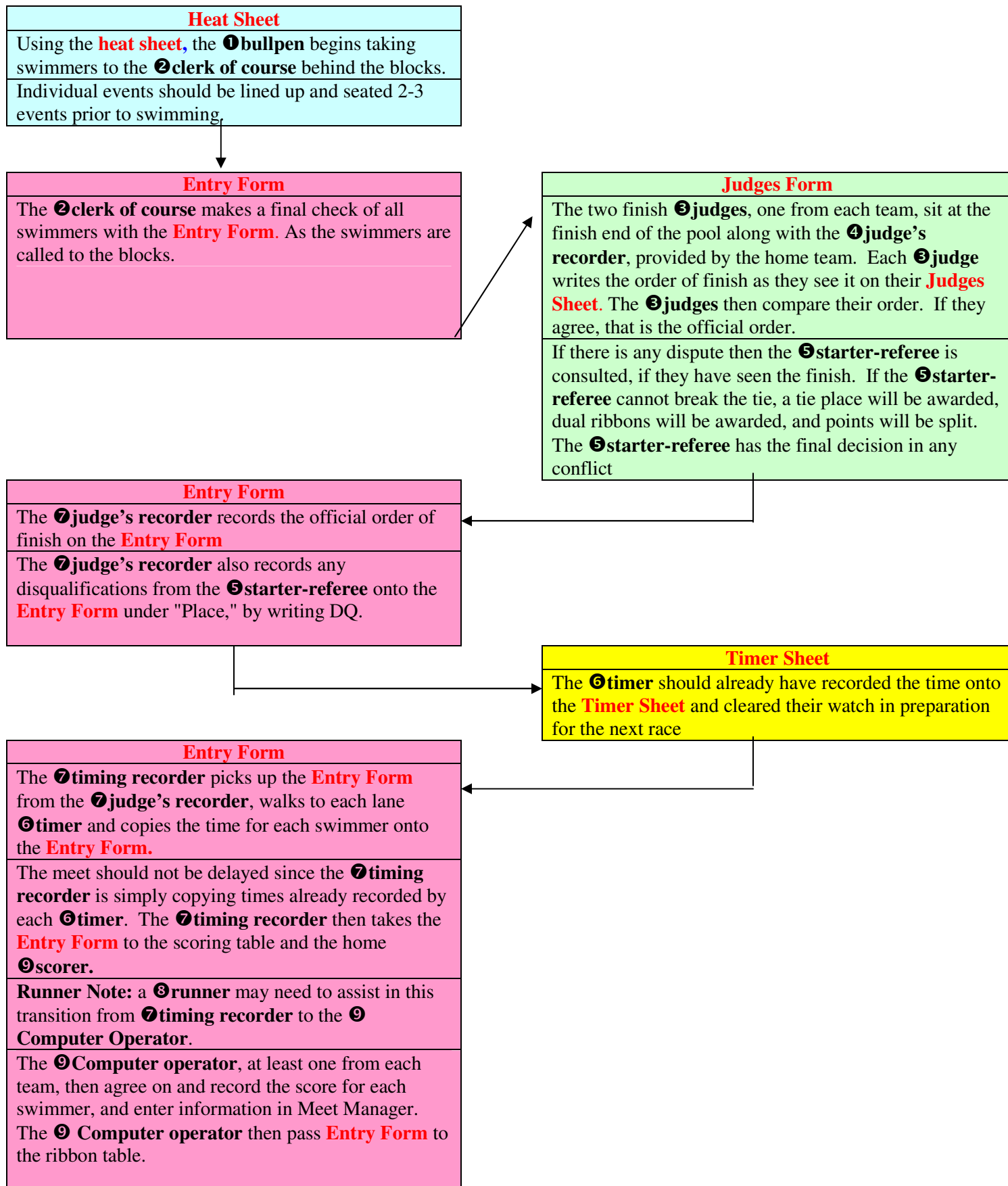
- 1) Team Suit or solid black suit
- 2) Swim Cap (if desired)
- 3) Team T-shirt
- 4) Goggles – 2 pairs (if goggles are used by your child)
- 5) Towels
- 6) Warm dry clothing or rain gear if rain is possible
- 7) **Something to do between events**
- 8) Directions to the pool
- 9) Money for the concession stand and/or easily digestible food and snacks
- 10) Lawn chairs (may be needed)

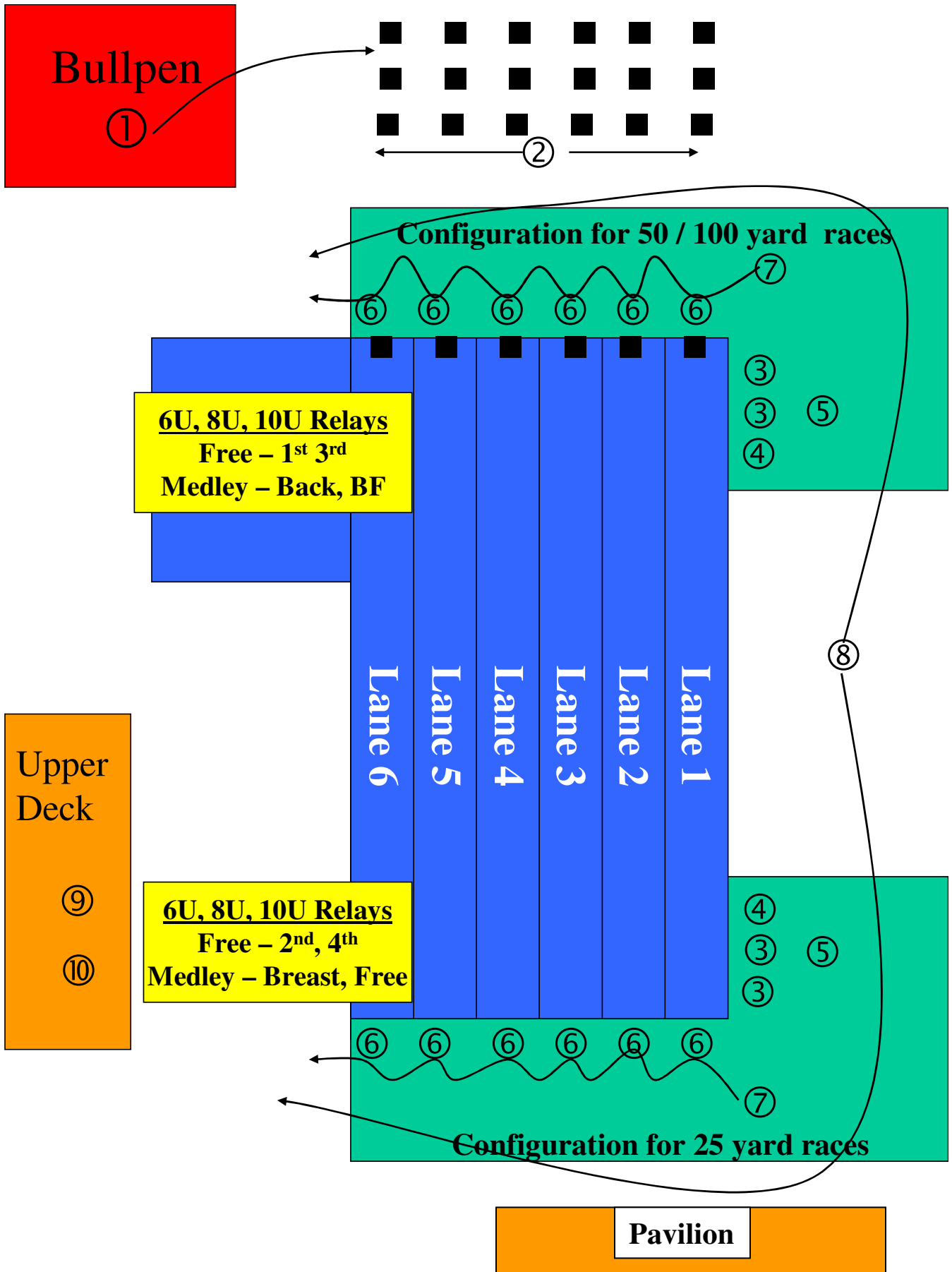
## DUAL MEET TIME TABLE FOR DAY OF SWIM MEET

<b>9:00-11:00am</b>	Morning practice will concentrate on starts, turns and finishes. This is also an opportunity for swimmers to find out their event assignments.
<b>4:45pm</b>	Swimmers / parents report to the swim meet. Locate a heat sheet and write event, heat, and lane on your child's hand or arm. If you are a volunteer for a meet, check in with volunteer coordinator. This will confirm that you will be here for volunteer duty.
<b>5:15-5:30pm</b>	Home team swimmers warm-up in the pool.
<b>5:30-5:45pm</b>	Away team swimmers warm-up in the pool.
<b>5:30-5:45pm</b>	Both coaches, both Swim Coordinators and scorers from both teams meet to go over any legal substitutions and combination of heats. No substitutions are to be made outside of this meeting. <b>No substitutions may be made after 5:45 for any reason.</b>
<b>5:45</b>	All workers are in place, fully equipped, and fully informed. The starter-referee will review procedures with the timers and finish judges.
<b>5:55</b>	The first two events should be in the behind the blocks. Each event thereafter should be in the bullpen four events in advance.
<b>6:00</b>	The meet begins with the first event.

<b>Approximately 7:30- 8pm</b>	6 and Under swimmers finish the meet. These swimmers may leave when finished.
<b>Approximately 9:00-9:30pm</b>	The dual meet will finish. Team usually goes to Bruster's after home meets.

## DUAL MEET PROCEDURE FLOW





## DUAL MEET VOLUNTEER RESPONSIBILITIES

### ① BULLPEN

Responsible for lining up and checking all swimmers according to the Entry Form. **Must stay several events ahead of what is in the water.**

### ② CLERK OF COURSE

Responsible for the final check of swimmers behind the blocks according to the Entry Form. Hands the entry form to the judge's recorder.

### ③ JUDGE (1 Home, 1 Visitor)

Responsible for calling and recording the finish of each race. Use Unofficial Finish Judge Sheet. In the event of a dispute the Starter will solve conflicts and ties if they were able to see the end of the race. Use a pencil.

### ④ JUDGES RECORDER (1 Home)

Responsible for transcribing the official order of finish onto the score sheet after the end of each race. This person has no say in the official order of finish.

### ⑤ STARTER - REFEREE

Responsible for the running of the meet in the pool. Determines the legality of starts, strokes, turns and finishes. Resolves conflicts in finish judging. Furnished by the league office. Paid by both teams.

### ⑥ TIMERS (1 per lane from each team for their lanes)

Responsible for timing swimmers in their lanes for all events. Each team should time their own lane for the meet.

### ⑦ TIMING RECORDER

Responsible for picking up the Entry Form from the Judge's Recorder at the end of each race. Walks behind each timer and record the time from the timer's sheet. Gives Entry form to scorer's table.

### ⑧ RUNNERS

Responsible for assisting Bullpen Clerk, Recorder, or wherever needed.

### ⑨ COMPUTER OPERATOR

Responsible for recording event scores, totals, and cumulative scores for each event

### ⑩ RIBBON WRITERS

Responsible for completing event ribbons for the official order of finish, regardless of time discrepancies. Each team brings and fills out their own exhibition ribbons. All other ribbons should have been previously filled out as much as possible, or labeled prior to the meet.

### ANNOUNCER

Should work with bullpen and starter referee. Should call the three events prior to the one in the water to the bullpen/blocks on a first, second and last call basis. Should never announce while the starter/referee is giving instructions. Should make every effort to announce while swimmers are in the water. Can help quiet crowd for starts and announce the score to the meet.

## DUAL MEET GENERAL INFORMATION

### Scoring:

<b>Individual Events</b>		<b>Relay Events</b>	
1st --	5 points	1st --	5 points
2nd --	3 points	2nd --	2 points
3rd --	2 points		
4th --	1 point		

**RELAYS:** **NO** relay team may score both first and second place. If one team finishes first and second, they are awarded first and second place ribbons, but only first place points are awarded, **NO** second place points will be awarded.

**TIES:** Points for the 2 places are added together and split evenly. For example: If there is a tie for first place, 1st place points -- 5 points, 2nd place points -- 3 points, four points go to each swimmer. The next place swimmer receives 3rd place points.

### Ribbons:

Ribbons will be awarded for the number of places that the host pool allows in individual events, and for the first two places **ONLY** in relay events. **Teams will award place ribbons to swimmers in all heats.** Ribbons will be distributed at the discretion of each coach after the completion of the meet.

### Participation:

A swimmer may enter two individual events and two relay events. Each club may have two entries for points in each live event (heat 1 –lanes 2, 3, 4 & 5). When additional lanes are available, exhibition swimmers are encouraged. Additional exhibition heats will be run as necessary for additional swimmers to participate but no points will be scored for these heats.

A swimmer may be entered in a third scoring event provided that all other swimmers in that age group have been entered in two scoring individual events.

Swimmers must be on that team's roster in order to be placed in a relay event. Relay substitutions can take place up to each relay event.

### Swimming Up:

Swimmers are allowed to swim up in an age group regardless of how many swimmers were in the older age group. This rule applies to relay as well as individual events. A swimmer may swim one individual event in one age group and another individual event in an older age group.

### Substitutions:

Teams may substitute swimmers in individual events where a scheduled swimmer who was on the roster is unable to be at the meet. These substitutions must be made on the score sheet and communicated to the opposing coach within 15 minutes of the start of the meet. No individual event substitutions are allowed after this time for any reason. The swimmer who is substituted into an event must be on that team roster and cannot already be scheduled for 2 individual scoring events.

## DUAL MEET ORDER OF EVENTS

#	AGE/SEX	EVENT	#	AGE/SEX	EVENT
1	6 & Under Girls	100 Yard Freestyle Relay	47	8 & Under Girls	25 Yard Breaststroke
2	6 & Under Boys	100 Yard Freestyle Relay	48	8 & Under Boys	25 Yard Breaststroke
3	8 & Under Girls	100 Yard Medley Relay	49	10 & Under Girls	25 Yard Breaststroke
4	8 & Under Boys	100 Yard Medley Relay	50	10 & Under Boys	25 Yard Breaststroke
5	10 & Under Girls	100 Yard Medley Relay	51	12 & Under Girls	50 Yard Breaststroke
6	10 & Under Boys	100 Yard Medley Relay	52	12 & Under Boys	50 Yard Breaststroke
7	12 & Under Girls	200 Yard Medley Relay	53	14 & Under Girls	50 Yard Breaststroke
8	12 & Under Boys	200 Yard Medley Relay	54	14 & Under Boys	50 Yard Breaststroke
9	14 & Under Girls	200 Yard Medley Relay	55	18 & Under Girls	50 Yard Breaststroke
10	14 & Under Boys	200 Yard Medley Relay	56	18 & Under Boys	50 Yard Breaststroke
11	18 & Under Girls	200 Yard Medley Relay			
12	18 & Under Boys	200 Yard Medley Relay			
13	8 & Under Girls	100 Yard I.M.	57	8 & Under Girls	25 Yard Butterfly
14	8 & Under Boys	100 Yard I.M.	58	8 & Under Boys	25 Yard Butterfly
15	10 & Under Girls	100 Yard I.M.	59	10 & Under Girls	25 Yard Butterfly
16	10 & Under Boys	100 Yard I.M.	60	10 & Under Boys	25 Yard Butterfly
17	12 & Under Girls	100 Yard I.M.	61	12 & Under Girls	50 Yard Butterfly
18	12 & Under Boys	100 Yard I.M.	62	12 & Under Boys	50 Yard Butterfly
19	14 & Under Girls	100 Yard I.M.	63	14 & Under Girls	50 Yard Butterfly
20	14 & Under Boys	100 Yard I.M.	64	14 & Under Boys	50 Yard Butterfly
21	18 & Under Girls	100 Yard I.M.	65	18 & Under Girls	50 Yard Butterfly
22	18 & Under Boys	100 Yard I.M.	66	18 & Under Boys	50 Yard Butterfly
23	6 & Under Girls	25 Yard Freestyle	67	8 & Under Girls	100 Yard Free Relay
24	6 & Under Boys	25 Yard Freestyle	68	8 & Under Boys	100 Yard Free Relay
25	8 & Under Girls	25 Yard Freestyle	69	10 & Under Girls	100 Yard Free Relay
26	8 & Under Boys	25 Yard Freestyle	70	10 & Under Boys	100 Yard Free Relay
27	10 & Under Girls	25 Yard Freestyle	71	12 & Under Girls	200 Yard Free Relay
28	10 & Under Boys	25 Yard Freestyle	72	12 & Under Boys	200 Yard Free Relay
29	12 & Under Girls	50 Yard Freestyle	73	14 & Under Girls	200 Yard Free Relay
30	12 & Under Boys	50 Yard Freestyle	74	14 & Under Boys	200 Yard Free Relay
31	14 & Under Girls	50 Yard Freestyle	75	18 & Under Girls	200 Yard Free Relay
32	14 & Under Boys	50 Yard Freestyle	76	18 & Under Boys	200 Yard Free Relay
33	18 & Under Girls	50 Yard Freestyle			
34	18 & Under Boys	50 Yard Freestyle			
35	6 & Under Girls	25 Yard Backstroke			
36	6 & Under Boys	25 Yard Backstroke			
37	8 & Under Girls	25 Yard Backstroke			
38	8 & Under Boys	25 Yard Backstroke			
39	10 & Under Girls	25 Yard Backstroke			
40	10 & Under Boys	25 Yard Backstroke			
41	12 & Under Girls	50 Yard Backstroke			
42	12 & Under Boys	50 Yard Backstroke			
43	14 & Under Girls	50 Yard Backstroke			
44	14 & Under Boys	50 Yard Backstroke			
45	18 & Under Girls	50 Yard Backstroke			
46	18 & Under Boys	50 Yard Backstroke			

6 & Under are free to leave

## **DEKALB COUNTY SWIM LEAGUE SPORTSMANSHIP**

### **THE SWIMMER --**

1. Treats opponents with respect
2. Swims hard, but within the rules
3. Exercises self-control at all times, setting examples for others to follow
4. Respects official and accepts their decision without gestures or argument
5. Wins without boasting, loses without excuses, and never quits
6. Always remembers that it is a privilege to represent the team

### **THE COACH --**

1. Treats their own swimmers and opponents with respect
2. Inspires in the swimmers a love for the sport and the desire to compete fairly
3. Is the type of person that they want the swimmer to be
4. Disciplines those on the team who display unsportsmanlike behavior
5. Respect the judgment and the interpretation of the rules by officials

### **THE OFFICIALS --**

1. Know the rules and their interpretations
2. Place the welfare of the participants above all other considerations, giving the swimmer the benefit of the doubt when a call is in question
3. Treat the swimmers and coaches courteously and demands the same from them
4. Work cooperatively with fellow officials, timers, and/or scorers for an efficient meet
5. Are fair and firm in all decisions, never compensating for a nervous mistake
6. Maintain confidence, poise, and self-control from start to finish

### **THE SPECTATOR --**

1. Attempts to understand and be informed of the meet rules
2. Appreciates a good swim no matter who completes it
3. Applauds positive performances; does not heckle, jeer, or distract swimmers or officials, and avoids the use of profane and obnoxious language or behavior
4. Respects the judgment and strategy of the coaches and does not criticize swimmer for not winning a race or meet
5. Respect the property of others and authority of those who administer the meet
6. Censures those whose behavior is unbecoming