

GKAISA Meet Director Information

The following information is being provided by GKAISA to give our teams guidelines, recommendations and instructions that should be helpful in organizing and running GKAISA Interclub meets.

This document is not intended to replace the current issue of the United States Swimming Rules and Regulations, GKAISA Technical Rules, GKAISA General Rules, or GKAISA Championship Rules, but merely to supplement the detail provided and to emphasize key points and pitfalls.

TIPS FOR AN EFFICIENT MEET

Committed Workers - The key to running an effective and efficient meet is to train and develop experienced workers that are dedicated to placing the swimmers' interests above theirs. Some helpful tips include the following:

1. Hold at least one intrasquad practice meet before you participate in your first meet. Use that time to train workers at more than one meet position. This will prevent problems during an interclub meet.
2. Be sure your team has a strong referee. The referee is responsible for fair competition for all swimmers. The referee must be familiar with all meet positions and rules for conducting the meet and cannot be timid in making decisions.
3. Be sure your team has a great starter. The starter is the heartbeat of the meet. The starter will be the one to instruct all swimmers on the commands used and how the start will sound.

NOTE: Both the referee and starter positions require additional training and certification.

4. Consistent stroke and turn Judges are required for fair competition. They endure the greatest criticism and must be the best prepared to perform their responsibility. Parents and coaches should never approach a stroke and turn judge. The referee has the sole responsibility to correct any situation and is the only meet worker that should be addressed by a coach. (Parents should NEVER address a meet official). When DQs occur, the stroke and turn judge should note the infraction, the team initials for the disqualified swimmer, and his/her initials on the slip. This enables the referee to know immediately who made the DQ if any questions arise.
5. The head timer controls the action in the lanes and can halt the starter at any time. The head timer gives the ready signal to the starter and will also run additional stopwatches in case of malfunction. Timers should be taught to use their index finger, rather than their thumb, because reaction time is quicker. This provides more consistent lane timing.
6. GKAISA recognizes the use of an overcall judge, in addition to the two required finish judges. The overcall judge position is not simply to overrule a discrepancy between two finish judges, but to supplement the information available to the scorer.

How To Run an Efficient Meet

The parents who organize the swimmers and get them to the lanes for their events will be crucial for an efficient meet. Parents who serve in this role should be familiar with the swimmers and at least one of them should have a loud voice that can be heard when necessary. These parents also make sure that swimmers have their event slips ready (if slips are used) when they report to the blocks.

The **spotter/marshal** behind the blocks ensures that the swimmers are in the correct lanes and lined up in the correct heats. This person can also combine non-scoring heats or events when the number of swimmers competing allows that to occur.

Swimmers will hand their event cards (if used) to the timer in their lane. When timers are on the opposite end of the pool, the runners should be sure that the timers have event slips for at least one additional heat past the current one being timed. This will ensure that the meet runs faster.

The **Head Timer** must be sure that all timers are ready before signaling to the Referee that they are ready for the heat to be called to the blocks. The Referee and Starter will run the events in accordance with the GKISA Interclub Swim Meet Order of Events.

The **timer** records the time from their stopwatch on the lane timer sheet or event card for the swimmer getting out of the water. The timers should coordinate with the runners and the scorer regarding transfer of the sheets from pool deck to scoring table.

When a disqualification occurs (DQ), the **stroke and turn judge** should note the infraction on the official DQ slip. The stroke and turn judge is only responsible for their jurisdiction defined by the referee, no more, no less. Once filled out, the slip should be taken to the referee for approval. Then the slip will be taken to the scorer for processing. After being recorded, the DQ should be communicated to the respective coach by an agreed upon method.

The **finish judges** note the order of finish for each event and each heat. The event and heat numbers called out by the starter must be listed on the finish sheet. Runners should take these to the scorer's table.

It is recommended that you have clothes pins or paper clips available for the **card sorter** to clip all event slips together for the heat as it passes down the scorer's table. This make the process go much quicker and will enable the scorers to keep up with the speed of the meet.

Both teams should have personnel at the scorer's table to record event placement and score.

Teams should verify their scores after every other event. The scorer's table and ribbon area should be located in close proximity to each other in a well-lit area.

Scoring and ribbons at dual meets are handled as follows:

- a. Only 2 places per team may be scored in any one event, and only the first four places receive points.
- b. In the event that a team places 3 or more swimmers in the top 4 places, the top 2 places are scored and the 3rd place swimmer is bumped to the 5th place scoring position.
- c. A team must have a swimmer entered in an event to score.

- d. Exhibition events DO NOT score. Heat 2 and all subsequent heats DO NOT score.
- e. Ribbons are awarded according to the actual finish, not the scoring placement. Place ribbons should be provided for the number of lanes in the competition pool. Participation ribbons should be awarded to swimmers who are disqualified in an event.

Pre-Meet Worker Meeting

The pre-meet worker meeting is recommended 15 – 20 minutes prior to the start of the meet to discuss your expectations. Make sure that the coaches are in attendance. All questions need to be answered and resolved in their discussion-- not during the meet. It is recommended that you do the following:

1. Discuss any particulars about how the meet will be run.
2. Discuss any requests you have of each position, i.e. starter, timer, stroke and turn judges, runners, finish judges, etc.
3. Discuss rules related to the facility or spectating. Remember: NO alcoholic beverages or smoking of any kind is allowed in the pool area at a GKAIISA meet.

Responsibility is then handed over to the **Meet Referee** until completion of the meet.

GENERAL INFORMATION TO REVIEW PRIOR TO SEASON START

Information Regarding Rules and Safety

- GKAIISA rules apply to operation of each GKAIISA club. They include General Rules, Technical Rules, and Championship Meet Rules and are found on the GKAIISA website.
- GKAIISA General rules apply to host or visiting club responsibilities at dual or tri meets

Pool Certificate of Insurance forms should be submitted to the GKAIISA Vice President no later than June 15 showing evidence of liability coverage for your pool and club facility.

- Must cover the entire season June 1 through August 1.
- Delinquent clubs may not host or participate in any GKAIISA meets until information is provided.
- Forfeit meets prior to submitting the required information.

Swimmer liability release forms

- All swimmers must have a completed **GKAIISA Release** on file before entering the water. Those signed forms must be maintained for inspection (through your website if you are a SwimTopia team OR must be kept on file for inspection.)
- A member club's **online swimmer roster** must be updated 1 day prior to their first meet. In the event that the GKAIISA member club has not updated their online swimmer roster 1 day prior to the first meet, the delinquent club may not host or participate in any GKAIISA Interclub swim meets until the required information is posted. Any meets held prior to submitting the required information shall be forfeited.
- If a **new swimmer** joins after the first meet, the GKAIISA release form must be completed before he/she is allowed to practice, and the online club swimmer roster must be updated 1 day prior to swimming in any meet. Failure to update the online swimmer roster 1 day prior to the meet will result in the swimmer being deemed ineligible to swim in the meet.

- All forms of smoking and alcoholic beverages are absolutely prohibited at the pool area during GKAIISA meets.
- Proper conduct is expected from all persons attending a swim meet. The referee has the responsibility of ejecting from the meet any person not displaying proper behavior.
- **Rules Governing Meets:**
 - a. Valid meet (eligibility for end of season-awards and qualification for City Meet)
 - i. A meet that is between your team and another in your league or between your team and another GKAIISA team where at least 50% of swimmers from both teams are present
 - ii. At least 50 % of each team must participate
 - iii. One or more team coaches must be present
 - iv. Meet must be judged and scored
 - b. Meet schedule change
 - i. At least 1 week notice must be given
 - ii. Cancelling team forfeits if it can't be rescheduled
 - c. Meet Results can be changed
 - i. Clerical mistakes can be corrected if caught within 72 hours (3 days)
 - ii. Decision of referee is final unless rule misinterpretation
 - iii. If teams can't resolve, written protest to GKAIISA board within 72 hours
 - d. Swimmers not eligible if been a member of a collegiate swim or dive team
 - e. Must compete in age group (age as of midnight, May 31, 18 or younger unless granted a waiver) and must be a resident of the GKAIISA area (unless granted a waiver)
 - f. Lane assignment
 - i. Dual meet – Home team has odd lanes
 - ii. Tri meet – Determined by draw of coaches
 - g. 10 and under swim 25 yard events, 100 yd IM
 - h. 11-12 swim 50 yard events, 100 yd IM
 - i. 13 and up swim 50 yard events, 200 yd IM
- **Swim Meet Workers:**
 - a. ***Meet Director** - Has the responsibility for organizing the meet, ensures that officials and workers are present prior to the start of the meet. The Meet Director is also responsible for ensuring that all equipment (lane lines, backstroke flags, etc.) is available and in place before the meet begins.

- b. ***Meet Referee** - Has authority over all meet officials, assigns and instructs them, leads all discussions regarding rules, makes final decisions concerning any protests, interprets applicable USA Swimming and GKAISA rules for the meet - **requires annual GKAISA certification**
- c. ***Starter** - Lines up and starts all events, calls false starts in conjunction with Meet Referee - **requires biannual GKAISA certification**
- d. ***Stroke and Turn Judge** - Observes swimmers in lanes designated by the Referee and calls rule infractions. - **requires biannual GKAISA certification**
- e. **Relay Take-off Judge** - Observes relay take-off and calls infractions as directed by Referee
- f. **Finish and Overcall Judges** - Calls order of finish and fills out ballot, may be asked to call relay take-offs at finish end of pool.
- g. **Head Timer** - Oversees Lane Timers, signals Starter that Timers are ready for event start, and provides back-up timing for Lane Timers.
- h. **Lane Timer** - Ensures that the proper swimmer in their lane prior to event start, times the event using stopwatch, records time on lane timer sheet.
- i. **Marshal** - Maintains order around starting area, helps place swimmers in proper lanes for events
- j. **Runner** - Picks up lane timer sheets and judge's sheets at conclusion of each event, delivers them to scoring table
- k. ***Card Sorter** - Aligns lane timer sheets in order of finish, attaches any DQ sheets to lane timer sheet, and gives lane timer sheets to Scorer
- l. ***Scorer** - Enters points earned by each team on master score sheet using lane timer sheets and judges' sheets for results, maintains running score for each team. In the case where computer scoring is being used, the Scorer operates the scoring computer.
- m. **Ribbon Writer** - Fills out ribbon labels using lane timer sheets and judges' sheets for order of finish
- n. **Concession Sales** - Works in concession stand during home meets and possibly practice sessions
- o. **Team Parent** - Keeps swimmers in the team area during meets, calls swimmers for events and gives permission for swimmers to leave area as necessary.
- p. **Announcer** – Makes announcements during the meet (optional)

* denotes that this position requires special training and/or certification

- **Dual and Tri Meets: Dates and times for meets are arranged at the scheduling meeting.** Each club must swim every other club in their league once during the season. Host clubs are the home team. Teams should alternate if they swim each other year after year. Once scheduled, meet should be held at the time and place agreed to at the scheduling meeting. Weather and traffic could affect meet start time. Use common sense—and good manners—in handling these situations.
- **Events per swimmer:** For dual/tri meets in Leagues 1-4, swimmers may swim in up to 4 events to score points (but no more than 3 individual events). Extra events are designated as exhibition and must be marked 'EXHIBITION' before swimmer enters the water for that event. Swimmers in Leagues 5 and 6 may swim in up to 5 events (but no more than 4 individual events).
- **Ribbons:** Ribbons should be given based on actual finish order, not points awarded. Give participation ribbons to children who have been DQ'd.
- **Scoring:** First heat is the scoring heat.
- **Hosting a Swim Meet:** Generally, requires a significant number of experienced and trained people. Encourage your parents to get certified for the jobs that require certification. Also, encourage them to try different jobs.
- **Host Club Responsibilities:** Host club is responsible for the majority of the meet workers. The host team should have:
 - a. Facilities: competition pool, rest room facilities, spectator area, team area, and sufficient parking.
 - b. Swimming pool: 25 yard or 25 meter length pool. Pool must provide equal conditions for both teams. Meet Director must inform the visiting team of any non-standard characteristics of the pool at least one week before the scheduled meet.
 - c. Team area: Host club should provide an area near the pool for the visiting team. Similar area needs to be provided for the host team.
 - d. Spectator seating: Host club should ensure visitor spectator seating is equal to what is available for the host team.
 - e. Meet equipment: Supplied by host club.
 - i. Starting system - provide a loud, clear starting signal that is easily heard and understood by all swimmers. Also, there should be a sound reinforcement system for spoken instructions that can be heard by all swimmers and deck workers. Start box, bull horn with single frequency sound. Whistles are not allowed for starting.
 - ii. Stop watches – digital type accurate to at least two decimal places. Wristwatches, cell phones or other devices that have stopwatch functionality are not acceptable. If a watch shows 3 decimal places, the third digit is dropped without rounding when recorded on the lane timer sheet. Number of watches

- needed: one for each timer, one or more for head timer, one or more back-up watches.
- iii. Backstroke flags – hung over each end of the competition pool 5 yards from the end wall. Should be easily viewable by swimmers as they approach the wall and should be 7 feet over the water surface.
 - iv. Clipboards – one for the referee, one for the starter, one for each timer, one for each finish and overcall judge, one for each stroke and turn judge, one for each relay takeoff judge
 - v. Forms – disqualification forms, finish judge forms, event list forms for deck workers, score keeping forms, worker sign-in sheet
 - vi. Miscellaneous – pencils for all deck and scoring workers, paper clips and/or clothespins.
- f. Each team has jobs to fill at each meet – Jobs include meet director, referee, starter, stroke and turn judge (one or more depending on how judging is performed at the pool—this should be agreed by both teams), finish judge, overcall judge, head timer, lane timer, relay takeoff judge, marshal, runners, sorter, scorer (or computer operator), ribbon writer, Announcer (optional). Meet director, referee and starter are supplied by the host team.

- **Meet Procedures**

- a. Finish Judging
 - i. 2 independent across-the-board place judges with one overcall judge
 - ii. All judges determine and record the order of finish for every heat - INDEPENDENTLY
 - iii. Overcall ballot is ONLY USED when the 2 across-the-board place judges disagree
 - iv. If any two of the three ballots agree, that is official place for that swimmer
 - v. For place where 3 ballots disagree and no two ballots agree, Referee shall determine the order of finish by evaluating all information including times
 - vi. Ties can be called by across-the-board place judges, overcall judge, or by the Referee after balloting and evaluation of information

- b. Stroke and Turn Judging
 - i. Must be certified in that position.
 - ii. List of currently certified Stroke and Turn Judges is on the GKAIISA website.
 - iii. Should be an equal number of Stroke and Turn Judges from each team.
 - iv. Positioned such that judging is fair and equal for all swimmers
 - v. Referee has authority to instruct Stroke and Turn Judges and insure they are competent in the position.
 - vi. Referee can replace any judge that is not performing their duties properly.

- c. Relay Take-Off Judging
 - i. Dual confirmation is used for judging dual, tri, and Championship meets.
 - ii. At least 2 judges at each end of pool and they observe the same lanes.
 - iii. Equal number of judges from each team

- iv. Determine whether the departing swimmer is in contact with the starting platform or pool deck at the time the incoming swimmer touches the end of the pool.
 - v. INDEPENDENTLY report infractions on Relay Take Off Form as directed by the Referee.
 - vi. Do NOT raise hand if detecting an early take off, just mark form
- Forms (located on GKAIISA website)
 - a. Score Sheets - *GKAISAScoreSheet.xls*
 - b. DQ Slips - *DQ_Pads_2005.pdf*
 - c. Finish/Overcall Slips - *Finish-Overcall_Judge_Forms.pdf*,
 - d. Event Sheet - *GKAISA_70_Events.pdf*
 - e. Relay Takeoff Slips – *Relay_Takeoff-6_lanes_v1.pdf, Relay_Takeoff-8_lanes_v1.pdf*

Rule Changes and Clarifications

For Dual and Tri Meets and City Meet: During warm-ups, diving will only be allowed in one-way lanes.

Dual and Tri Meets: On-deck changes are permissible with the consent of the referee.

City Meet: Starting blocks will not have starting wedges for freestyle, breaststroke and butterfly events. Pull-down ledges will not be used for backstroke.

City Meet: Swimmers 12-Under will not be permitted to wear technical suits. GKAIISA follows USA Swimming rules related to technical suits.

Sample Email to Opposing Team for Meet: MUST BE SENT AT LEAST 7 DAYS BEFORE MEET

Welcome, Opposing Team!

We are so very excited to be hosting you next Tuesday, June 15 at 6:00 pm. Our pool is located at 500 Riverview Lane in Knoxville. We look forward to seeing you next week and wanted to be sure that you have all necessary information prior to our meet.

Facility Details:

Our Pool: 25 yd pool with 6 lanes
 Blocks on start end
 Depths: 10' start end, 4'2" on finish end.
 Note: There are permanent ladders in Lanes 1 and 6.

Concessions: Our team will be selling concessions. We will have items such as hot dogs, pizza, candy bars, soft drinks, and fruit. We accept payment by either cash or card.

Spectator seating: We have limited spectator seating on bleachers and ask that parents bring their own chairs.

Parking: We have ample parking at our facility. The parking lot is to the left of pool entrance. If you park on the street, please be sure that you are not blocking a driveway.

Meet Details:

Our meet is set to begin at 6:00 pm. Our team will warm-up from 5:00-5:30, and your team will have the pool from 5:30-6:00 pm. Our head coach, Sam Swimmer, will contact your coaches directly regarding entries and with additional details regarding the meet.

We run a Clerk of Course with two rows of chairs set up behind the blocks, as well as a bullpen to line up swimmers before they head to the blocks. We use a lane timer sheet – not individual entry cards. We will run the meet in 2 sessions and will need your assistance in filling the following worker positions for each session:

Clerk of Course (1 per session)
Timers (3 per session)
Stroke and Turn Judges (2 per session)
Runners (2 per session)
Finish Judge (1 per session)
Jump Judge (2 per session)
Scorer (1 to work entire meet.... We use computer scoring through Swimtopia.)
Ribbon Writer (1 for second session only)
Scribes (3 per session, if available... we will pair scribes with timers from the opposing team)

The following will be working in key leadership positions at our meet. If you have questions in any of these areas during the week of the virtual meet, please contact one of them.

Meet Director: Jane Doe (phone: 555-1212)
Head Coach: Sam Swimmer (555-1211)

Computer Operator: Sally Jones (555-1213)
Referee: John Doe (555-1214)
Starter: Felix Smith (555-1215)

In the meantime, if you have any questions, please feel free to contact me. I can be reached at 555-0012.

Many thanks,
Team Representative/ Meet Director