

## MEET DIRECTOR NEWS AND NOTES 2020

### SWIMMING IN THE ERA OF COVID-19

#### Dates to Remember

- June 1: Coaches' Information Due  
Also, please send a list of your coaches to [Breckenridge@GSMAssoc.org](mailto:Breckenridge@GSMAssoc.org)  
Please copy Angelia Nystrom at [anystrom@tennessee.edu](mailto:anystrom@tennessee.edu) if you want your assistants to receive GKAISA emails.
- June 15: Certificates of Insurance Due
- July 23: GKAISA Scholarships Awarded

\*\* Neither the GKAISA City Championship Meet nor the Smoky Mountain Invitational will be held this year due to COVID-19 restrictions.

#### Sample Email to Opposing Team for Virtual Meet

Welcome, Opposing Team!

We are so very excited to be hosting you at our "virtual meet" on \_\_\_\_\_. We look forward to working with you to hold the virtual meet and wanted to be sure that you had the necessary information to upload your pre-meet information, as well as the results file. We will need to merge the meet five (5) days before the "meet" occurs in order to give our teams ample time to swim. Please upload your line-ups five days before our meet and upload your results after 6:00 pm on the night of the "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: Please advise as to whether your swimmers will do "in water" starts for relays. If your team is required to do in-water starts, we will, as well.  
Also, if your pools use different measuring standards, we will want to be sure that the appropriate time conversions have been made.

#### **Meet Details:**

Our meet is set to begin at 6:00 pm. Please upload your results any time thereafter, and prior to midnight that night. Our head coach, \_\_\_\_\_, will contact your coaches directly regarding entries and with additional details regarding the meet.

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:  
Head Coach:  
Computer Operator:

Referee:  
Starter:

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

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Many thanks,  
Team Representative

## GKAISA Meet Director Guidelines for 2020

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.

**For the 2020 summer season, all GKAISA team meets will be “virtual meets.”** Please be sure that your coaches, team representative, computer operator and meet director have attended the SwimTopia training on how to run a virtual meet. *The link to the training, along with other information, is on the GKAISA website.*

**As meet director for your team, you will be responsible for making sure that your team follows any recommended CDC and Health Department Guidelines.** We are continuing to update the GKAISA website with this information as the situation evolves and as more information becomes available.

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 provide and to emphasize key points and pitfalls.

A. **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. Do a practice run before you time you participate in your first “virtual meet.” Use that time, possibly over more than one day, to train workers at more than one meet position. Given that pool time may be limited, you want your “virtual meet” to run as efficiently as possible.
2. Be sure your team has a strong referee. The referee is responsible for fair competition for all swimmers. He must be familiar with all meet positions and cannot be timid in making decisions.
3. Be sure your team has a great starter. The starter is the heartbeat of the meet. He will be the one to instruct all swimmers on the commands used and what the start will sound like.

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

**With “social distancing” and likely limits on the number of people on the pool deck, your referee may also have to serve as starter.**

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 are necessary.

**Because of the likely limits on the number of people on the pool deck, you may have to run your meets with only one stroke and turn judge. Be sure that both teams in the “virtual meet” use the same number of stroke and turn judges.**

5. The head timer controls the action in the lanes and can halt the starter at any time. Timers should be taught to use their index finger, rather than their thumb, because reaction time is quicker. This provides more consistent lane timing.

**Because of the likely limits on the number of people on the pool deck, you may have to run your meets without a head timer this year.**

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.

**Because of the likely limits on the number of people on the pool deck, the referee may need to serve as the sole finish judge.**

## **B. How the Meet is Run**

This year, the coaches will likely be responsible for getting swimmers lined up at the appropriate lane. The coaches should be familiar with the swimmers, or at least should have a loud voice to be heard when it is necessary.

**Instead of cards, we suggest that you use lane timer sheets this year.** This will help avoid excessive touching of paper by multiple people.

The referee will need to be sure that all timers are ready before signaling that he/she is ready for the next heat. While the referee and starter generally run the events in accordance with the GKAISA Interclub Swim Meet Order of Events, **the events can be run in any order to facilitate “social distancing” and limiting the number of participants on the pool deck at one time.**

The timer records the time from their stopwatch on the lane timer sheet for the swimmer getting out of the water. The timers should coordinate with the scorer regarding transfer of the sheets.

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.

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 3<sup>rd</sup> place swimmer is bumped to the 5<sup>th</sup> 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.

#### **C. 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.

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

## **GENERAL INFORMATION TO REVIEW PRIOR TO SEASON START**

1. Information Regarding Rules and Safety
  - a. 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.
  - b. GKAIISA General rules apply to host or visiting club responsibilities at dual or tri meets
  - c. Be sure to follow CDC recommendations and Health Department guidelines when you are running “virtual meets.” Information is updated on the GKAIISA website or via e-blast as it becomes available. Also, please stay abreast of all rules in your county regarding youth sports and swimming related activities.
2. 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.
  - a. Must cover the entire season June 1 through August 1
  - b. Delinquent clubs may not host or participate in any GKAIISA meets until information is provided.
  - c. Forfeit meets prior to submitting the required information.
3. Swimmer liability release forms
  - a. All swimmers must have a completed GKAIISA Release form on file before entering the water. Those signed forms must be maintained for inspection through your website if you are a SwimTopia team and must be kept on file for inspection if you are a non-SwimTopia team.
  - b. 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.
  - c. 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.
4. All forms of smoking and alcoholic beverages are absolutely prohibited at the pool area during GKAIISA meets.
5. 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.
6. Rules Governing Meets:
  - a. Valid meet (eligibility for end of season-awards)
    - 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 within 72 hours (3 days)
  - ii. Decision of referee is final unless rule misinterpretation
  - iii. If teams can't resolve, written protest to GKAISA 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)
- 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

#### 7. Swim Meet Workers:

- a. \*Meet Director - Has the responsibility for organizing the meet, insures that officials and workers are present prior to start of meet. The Meet Director is also responsible for insuring 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 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 - Insures that 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 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

**NOTE: For 2020, it is likely that you will combine a number of these jobs. It is also likely that a number of them will not be needed at all.**

- 8. 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.

**Because we are unsure of when pools will open this year, it is likely that schedules will need to be adjusted and that teams may not swim all of the teams in their League. Use common sense in handling these situations. Be agreeable.**

9. Events per swimmer: For dual/tri meets in Leagues 1-4, swimmers may swim in up to 4 events in to score points. Extra events are designated as exhibition and must be marked 'EXHIBITION' before swimmer enters the water for that event. Swimmers in League 5 may swim in up to 5 events.
10. Ribbons: Ribbons should be given based on actual finish order, not points awarded. Give participation ribbons to children who have been DQ'd.
11. Scoring: First heat is the scoring heat.
12. Hosting a Swim Meet: Generally, requires a significant number of experienced and trained people. **This year, with "virtual meets" you will be doing significantly more with less people and likely over a longer time period.**
13. Host Club Responsibilities with Virtual Meets: Host club is responsible for making sure the visiting team/teams know when results are to be uploaded. Host teams should also be sure that all teams are aware of details surrounding the length of the pools each team will be using (i.e., whether it is a yard or meter pool).

Both teams should have:

- a. Meet equipment:
  - i. Starting system - provide a loud, clear starting signal that is easily heard and understood by all swimmers. Also, 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, third digit is dropped without rounding when recorded on the lane timer sheet. Number of watches needed: one for each timer, one 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.
- b. 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).

**NOTE: Due to Health Department restrictions, you may need to operate with the referee/starter position occupied by one person and only one Stroke and Turn**



**judge. Be sure that all teams are operating in the same manner so that the meet is fair to all participants.**

#### 14. 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

**NOTE: This may need to be modified to comply with CDC and Health Department guidelines. Be sure that both teams are using the same format.**

##### b. Stroke and Turn Judging

- i. Must be certified in that position.
- ii. List of currently certified SandT Judges is on the GKAIISA website.
- iii. Should be an equal number of SandT Judges from each team.
- iv. Positioned such that judging is fair and equal for all swimmers
- v. Referee has authority to instruct SandT 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

#### 15. 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*