

## From Southern Illinois Swim League By-Laws

### Article X - RUNNING THE MEET

Sec 10.02 - .... Each team should provide 6 timers, 2 stroke judges, 1 scorer, 2 bullpen clerks, 1 awards clerk, and 2 runners for two shifts.

Sec 10.03 - **Meet Set-Up:** Before the meet starts: remove ladders, diving boards, etc. from the pool, install lane lines, starting blocks, and backstroke flags (flags should be 15 feet from each end of the pool and 7 feet above the water), designate team, bullpen, officials and spectator areas, set up tables and chairs for announcer, starter, scorers, and bullpen clerk in such a way that allows them to communicate, set up awards clerks where scorer can pass information to them, provide shade for workers if needed.

Sec 10.04 - When the visiting team arrives: Show them to their designated area and inform the coach about the locker rooms, bullpen, and traffic patterns around the pool, Introduce each team's officials at the official's / timer's meeting.

Sec 10.05 - **After the meet:** Assure that the guest team has completed results and awards or make arrangements to get to them, Host team must send the League Recorder a copy of the Meet Results and score within 48 hours. Return all equipment including tents to storage.

Sec 10.06 **Announcers:** Have the PA system set up and tested before the guest team arrives, have the order of events sheet or a heat sheet before you, call swimmers into the bullpen several events before it is to be swum, announce running score as it is received from scorers, at meet end, thank officials, swimmers and spectators.

Sec 10.07 - **Scorers:** Each team shall provide one scorer per shift. This job requires special training on the computer. If you are interested please let the board know.

Sec 10.08 - **Bullpen Clerk:** Each team is to provide its own bullpen clerk. Line up swimmers in correct events and lanes and assure the entry card reflects the correct name and lane assignment (correct if necessary). May combine two events if there are enough empty lanes to accommodate all swimmers (notify the starter or deck referee and correct the lane assignment on the swimmers' entry cards). Don't completely mark out the old information, draw a line through it and write above it.

Sec 10.09 - **Starter/Meet Referee:** There must be 1 Starter and 1 Meet Referee for a meet to be

considered legal. These must be also be trained as Stroke Judges.

Sec 10.10 - **Stroke Judges:** Stroke Judges should attend the SISL yearly training unless they are a certified USA Swimming Official or YMCA Official. It is imperative that you know what each stroke should look like. Attend the official's meeting and collect your clipboard, DQ slips, and pen. Position yourself where you can best observe the three swimmers on your side of the pool. Team's stroke judges should be opposite of each other. Always give swimmers the benefit of the doubt. Make sure that the event number and lane number is correct on your DQ slips and be sure to sign the slip.

Sec 10.11 - **Timers: (EASY AND NEEDED!)** Each team should have digital stopwatches (to 1/100 second). At Dual Meets, each lane should have a least 2 timers – 1 from each team. 1 timer should write the times on the entry cards; switch occasionally. Get your watch, clipboard and pencil prior to the Pre-Meet Meeting. Check the entry card that you receive for each swimmer to verify the event and lane number as well as the swimmer's name. Face the starter and listen for instructions at the start of each race. The instant a flash of light appears from the starting system is the instant you start your watch. Stop your watch the instant any part of the swimmer's body touches the wall A timer observing any infraction CANNOT write a DQ. Record each timer's time on the entry card. **Do not average the times.** Hand the time card to the runner to be transported to the scorers' table. After times are recorded, clear the watch for the next race. The head timer will time all events as a back-up timer in case of malfunction.

Sec 10.12 - **Runners:** You will get the cards from the swimmers and give to the timers. Make sure you give the cards to the correct lane. After the timers have recorded the times on the cards, get the cards from them and take to the scorer's table. It is helpful to put the cards in lane order for each heat for the scorer's table while you are walking them over. Check in with the stroke judges frequently to collect DQ slips and take to Meet Referee to sign. Get signed DQ slips from Meet Referee and take to the scorer's table. Take labels to the awards table. Each team does this a bit differently, so make sure you know what is expected of you for each meet.