

ASA MEET PROCEDURE CLINIC

MAY 5TH – 6:30PM

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ZOOM MEETING DETAILS

- QUESTIONS DURING THE MEETING?
 - CHAT FORUM IS BEING MONITORED FOR ALL QUESTIONS/COMMENTS SUBMITTED
 - PLEASE SUBMIT ALL QUESTIONS THROUGH THE CHAT, DUE TO THE VOLUME OF ATTENDEES IN THESE MEETINGS
 - AT THE END OF THE SESSION, IF YOUR QUESTION WAS NOT ANSWERED, WE WILL TAKE ADDITIONAL TIME FOR ALL QUESTIONS IN THE CHAT QUEUE TO BE ANSWERED.
- RESOURCES/CONTENT FROM THIS MEETING WILL BE SHARED VIA EMAIL COMMUNICATION FOLLOWING THE WEDNESDAY MEETING

UPDATE YOUR TEAM INFO

- PLEASE REVIEW AND UPDATE YOUR TEAM CONTACT INFORMATION. THIS IS CRUCIAL FOR TEAMS TO BE ABLE TO COMMUNICATE WITH EACH OTHER ABOUT THE SEASON AND THEIR MEETS
- [HTTPS://ATLANTASWIMMING.COM/SWIM-LEAGUES/ATLANTA-SWIM-ASSOCIATION-HOME/TEAMS/](https://atlantaswimming.com/swim-leagues/atlanta-swim-association-home/teams/) TO VIEW YOUR CURRENT TEAM PAGE
- SELECT YOUR TEAM FROM THE LIST. THIS IS BEST DONE FROM A COMPUTER NOT A PHONE. IF YOU USE YOUR PHONE YOU MAY NEED TO TURN IT SIDEWAYS TO VIEW THE ENTIRE TEAM LIST
- CLICK ON THE PENCIL ICON (NOT THE LINK THAT SAYS LOGIN)
- YOUR USERNAME IS YOUR TEAM NAME (AS LISTED ON THAT PAGE WITH NO SPACES AND IS CASE SENSITIVE).
EXAMPLE INMAN PARK'S USERNAME IS INMANPARK
- YOUR PASSWORD IS **SWIM1234**
- AFTER LOG IN, CLICK ON THE PENCIL ICON IN THE TOP LEFT AND INPUT YOUR POOL INFO.
 - CLICK ON THE BIG PLUS SIGN IN THE BLUE CIRCLE TO ADD COACHES AND COORDINATORS. ONCE YOU ARE DONE COMPLETING THE INFO FOR YOUR POOL AND STAFF, CLICK SUBMIT TO SAVE THE CHANGES.
- PLEASE CONTACT ME IF YOU HAVE ANY ISSUES UPDATING THIS INFO.

REVIEW CURRENT APPROACH TO COVID-19

- NATIONAL PHASED PLANS FOR SOCIAL DISTANCING & GATHERING –
 - CDC STILL ADVISES LIMITED GROUPS GATHER AND WHEN DOING SO THAT SOCIAL DISTANCING SHOULD BE HIGHLY ENCOURAGED
 - MASK WEARING IS STILL ENCOURAGED WHEN SWIMMERS ARE NOT IN THE WATER
 - CDC STATES THERE IS NO EVIDENCE THAT CORONAVIRUS CAN BE TRANSMITTED THROUGH CHLORINATED WATER. PRIMARY MEANS OF TRANSMISSION IS AIRBORNE; SECONDARY SURFACE CONTACT HAS BEEN PROVEN TO BE LESS OF A CONCERN THAN INITIALLY THOUGHT
 - RECENT UPDATES FOR SCHOOLS HAVE DROPPED THE DISTANCING REQUIREMENT TO 3 FEET INSTEAD OF 6 FEET BETWEEN STUDENTS
 - RECENT GUIDANCE FOR POOLS CAN BE FOUND AT [HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/COMMUNITY/PARKS-REC/AQUATIC-VENUES.HTML](https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html)
- STATE GUIDELINES
 - RECENT GUIDANCE FROM THE GOVERNOR ALLOW FOR LARGER GROUPS TO GATHER BUT STILL STRONGLY SUGGESTS MASKS AND EFFORTS TO SOCIALLY DISTANCE WHENEVER POSSIBLE
 - RECENT GEORGIA DEPARTMENT OF HEALTH GUIDELINES CAN BE FOUND AT [HTTPS://DPH.GEORGIA.GOV/DPH-COVID-19-GUIDANCE](https://dph.georgia.gov/dph-covid-19-guidance)
 - RECENT DEVELOPMENTS HAVE ALLOWED FOR LARGER GROUPS TO GATHER AND SPORTING EVENTS WITH HIGHER CAPACITIES
- MUNICIPAL GUIDELINES & CITY POOLS
 - REACH OUT TO YOUR POOL MANAGEMENT COMPANY AND LOCAL HEALTH/POOL INSPECTOR FOR GUIDANCE REGARDING CAPACITY LIMITS AND BATHER LOADS FOR THE 2021 SEASON

MEETS

- COMMUNICATION IS CRUCIAL ON A NUMBER OF FRONTS
- BETWEEN TEAMS
 - WORK OUT ALL OF THE DETAILS DAYS IF NOT WEEKS IN ADVANCE
 - LINEUP EXCHANGE, PARKING., TEAM ARRIVAL & WARMUP, TEAM AREAS, COVID PROTOCOLS, MAKEUP DATES
- WITH YOUR FAMILIES
 - VOLUNTEER JOBS, REQUIREMENTS, ARRIVAL TIMES, JOB DESCRIPTIONS
 - CONTINGENCY PLANS FOR BAD WEATHER
- WITH YOUR REFEREE
 - CONFIRM THE NIGHT BEFORE THE MEET, IF YOU ARE UNABLE TO DO SO NOTIFY THE LEAGUE
 - COACHES SHOULD NOTIFY OFFICIALS OF WHICH COACH SHOULD BE NOTIFIED OF DQ'S
- WITH YOUR NEIGHBORHOOD/HOA
 - FIND OUT WHAT THEIR EXPECTATIONS ARE FOR MEETS AND FOLLOW WHAT THEY HAVE REQUESTED
 - LET THEM KNOW A NUMBER OF PEOPLE WILL BE AT THE POOL ON A MEET DAY, EVEN IF IT'S VIRTUAL

MEETS

COMPETITION IS PART OF THE LEAGUE AND THE EXPERIENCE OF BEING ON A TEAM BUT IS NOT THE END ALL BE ALL OF ASA. TEAMS SHOULD ENTER EACH MEET, WITH A MIND ON BEING FLEXIBLE, KNOWING DUAL MEETS MAY STILL FEEL DIFFERENT THIS SUMMER

TRADITIONAL IN PERSON DUAL MEETS

- MANY TEAMS ARE ENDEAVORING FOR IN PERSON MEETS THIS SUMMER
- MANY WILL USE A HYBRID APPROACH AND HAVE SPLIT SESSIONS (10 & UNDERS EARLY, 11 & OVERS LATE) OR WILL DO SOME EVENTS IN PERSON AND SOME VIRTUALLY TO COMPLETE COMPETITION

VIRTUAL DUAL MEETS

VIRTUAL MEETS ENABLE:

- LIMITING THE SIZE OF STAFFING NEEDED TO HOST A MEET
- PLANNING FOR STAFFING EASIER AS LOCATION AND OPPONENT DON'T IMPACT STAFFING NEEDS
- FLEXIBILITY TO CONDUCT THE MEET OVER MULTIPLE DAYS, AS CONVENIENT FOR TEAM/POOL SCHEDULES
- TEAMS CAN STILL MAINTAIN COMPETITION AND CONTACT WITH OTHER TEAMS
- FLEXIBILITY OF COMPETING WITH TEAMS, NOT LIMITED TO GEOGRAPHY AND CAN BE ADJUSTED QUICKLY

TRADITIONAL/IN PERSON DUAL MEETS

- THE HOME TEAM WILL DETERMINE THE COVID PROTOCOLS AND LIMITATIONS THAT HAVE TO BE FOLLOWED. THIS WILL BE DIFFERENT FOR EACH POOL. BE GRACIOUS GUESTS AND RESPECTFUL OF THE STEPS EACH HOA AND NEIGHBORHOOD REQUIRE TO BE ABLE TO HAVE IN PERSON COMPETITION.
- HYBRID MEETS MAY TAKE LONGER AND REQUIRE AN EARLY START. THIS MAY RESULT IN OFFICIALS FEES BEING HIGHER DUE TO OVERTIME PAY RULES IN PLACE FOR MEETS LONGER THAN 3.5 HOURS
- MAY REQUIRE LIMITS ON SPECTATORS, SPLIT SESSIONS TO MANAGE CAPACITY, MASK WEARING AND OTHER MEASURES YOUR POOL MAY NOT REQUIRE, BUT THE HOST POOL DOES
- EARLY COMMUNICATION BETWEEN TEAMS (THAT COMMUNICATION CAN START BEFORE THE WEEK OF THE MEET) TO SORT OUT 'GAME DAY OPERATION' AND SOCIAL DISTANCING/POLICIES. START PLANNING NOW!
- IF TEAMS ARE UNABLE TO AGREE ON PROTOCOLS THE MEET WILL BE CONDUCTED VIRTUALLY
- WORK TOGETHER COOPERATIVELY TO MAKE THIS WORK FOR YOUR SWIMMERS

RUNNING A VIRTUAL DUAL MEET

- USE PRACTICES OR DEDICATED SESSIONS TO COMPLETE EVENTS
 - EX. MONDAY: 8&U; TUESDAY: 9-10 DURING PRACTICE
- YARDS/METERS:
 - IF TEAMS ARE IN DIFFERENT POOL LENGTHS, ASA WILL MERGE THE MEET RESULTS, JUST EMAIL YOUR RESULTS FILE WHEN YOUR MEET IS COMPLETE AND WE WILL MERGE RESULTS AND FINALIZE (FMARSDEN@ATLANTASWIMMING.COM)
- TIMERS: ONE TIMER PER LANE IF SPACE CONSTRAINTS ARE AN ISSUE
- SELF OFFICIATING: LIKE TIME TRIAL MEETS – TEAMS CAN DESIGNATE A STARTER/OFFICIAL
 - IF TEAMS PREFER A LEAGUE OFFICIAL, WE WILL LOOK TO ARRANGE, BUT COULD BE DIFFICULT TO COORDINATE ACROSS MULTIPLE DAYS/SESSIONS AND THERE WILL BE ADDED EXPENSE TO HAVE AN OFFICIAL UNDER THESE CIRCUMSTANCES
 - TEAMS WILL LIKELY BE ON THE HONOR SYSTEM TO SELF-OFFICIATE VIRTUAL MEETS

RUNNING A VIRTUAL DUAL MEET

- HYTEK MEET MANAGEMENT (*THIS WILL BE COVERED IN HY TEK TRAINING*):
 - HOME TEAM: USE ALL LANES; AWAY TEAM: USE ALL LANES (NUMBER OF LANES DOES NOT MAKE A DIFFERENCE)
 - SWIMMERS FROM ALL HEATS ARE ELIGIBLE TO SCORE IN VIRTUAL MEETS ONLY
 - IMPORT ENTRIES INTO MEET MANAGER TO COMPLETE ENTRY LISTS, LANE TIMER SHEETS AND HEAT SHEETS FOR YOUR TEAM ONLY. LINEUP EXCHANGE IS NOT NEEDED FOR A VIRTUAL MEET.
 - ENTRY LISTS AND HEAT SHEETS CAN BE SENT ELECTRONICALLY TO FAMILIES VIA EMAIL OR POST ON TEAM WEBSITE
 - INPUT TIMES INTO HYTEK WHEN EACH SESSION IS COMPLETED. CAN BE DONE AFTER PRACTICE AND DOES NOT HAVE TO BE DONE AS THE EVENTS ARE SWUM AT THE POOL
 - MERGE RESULTS:
 - RENUMBER EVENTS
 - IMPORT RESULTS
 - USE THE COMBINE RESULTS FEATURE IN THE RUN MENU
 - IT WILL SCORE THE EVENTS FROM THERE
- COORDINATING WITH OTHER TEAM:
 - TARGET WOULD BE 1 PM FRIDAY TO SUBMIT ALL RESULTS FROM CURRENT WEEK AND SEND ENTRIES FOR FOLLOWING WEEK. TEAMS MAY PICK ANY DEADLINE THEY LIKE AS LONG AS BOTH TEAMS AGREE TO THE DATE AND TIME
 - WORK OUT HOW TO DEAL WITH DIFFERENCES IN STARTING POINT DIFFERENCES FOR POOLS WITH DIFFERENT DEPTHS
- RIBBONS – TEAMS CAN COMPLETE THEIR RIBBONS ONCE THEIR PORTION OF EACH SESSION IS COMPLETED

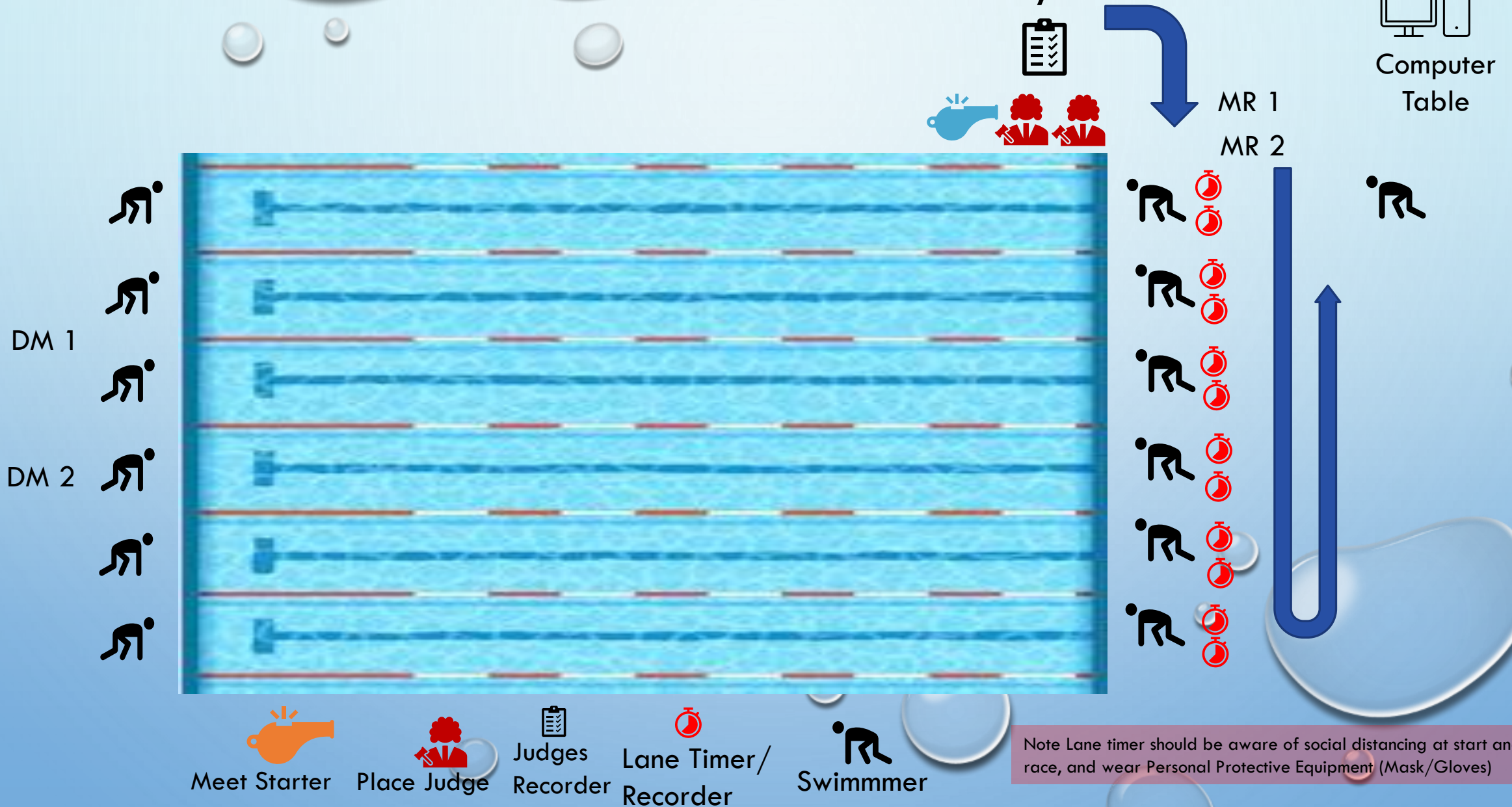
BE CREATIVE, HAVE FUN WITH YOUR MEETS

- FIND WAYS TO CELEBRATE YOUR VIRTUAL MEETS WITH THEMES, VIRTUAL SHOUT OUTS TO CREATE THE ATMOSPHERE WE ALL LOVE ABOUT THE DUAL MEETS
- SHARE IDEAS WITH THE LEAGUE! IF YOU HAVE A GREAT IDEA FOR CREATING TEAM SPIRIT OR EXECUTING YOUR VIRTUAL OR IN PERSON MEETS – SEND A NOTE TO THE LEAGUE.
- MANY TEAMS CONTINUED THEMES FOR EACH WEEK’S MEET TO KEEP THE FUN GOING
- WE WILL SHARE BEST PRACTICES AND IDEAS IN OUR NEWSLETTERS TO TEAMS!

2021 ASA MEET PROCEDURE REVIEW

- ASA REQUIRED ITEMS. JOB REQUIREMENTS AND JOB DESCRIPTIONS
 - IN PERSON MEETS – PAGES 6-8 OF RULE BOOK
 - VIRTUAL MEETS – PAGES 21-23 OF RULE BOOK
- MEET REFEREES
 - IN PERSON MEETS – ASA SCHEDULED OFFICIAL, WEEKLY SCHEDULE, HOME TEAM CONFIRMS WITH REFEREE BY 6 PM. \$90 COST SPLIT BETWEEN TEAMS
 - VIRTUAL MEETS – SELF OFFICIATED UNLESS A TEAM REQUESTS AN ASA OFFICIAL, COST IS \$90 PER MEET AND WILL BE PAID BY THAT TEAM THAT REQUESTED AN OFFICIAL
- LINEUP/RESULTS EXCHANGE
 - IN PERSON MEETS – PAGES 11-12 OF RULE BOOK
 - VIRTUAL MEETS – PAGES 27, 34-36 OF RULE BOOK
- DUAL MEET TIMELINE AND PROCESS
 - IN PERSON MEETS – PAGES 18-20 OF RULE BOOK
 - VIRTUAL MEETS – PAGES 33-37 OF RULE BOOK

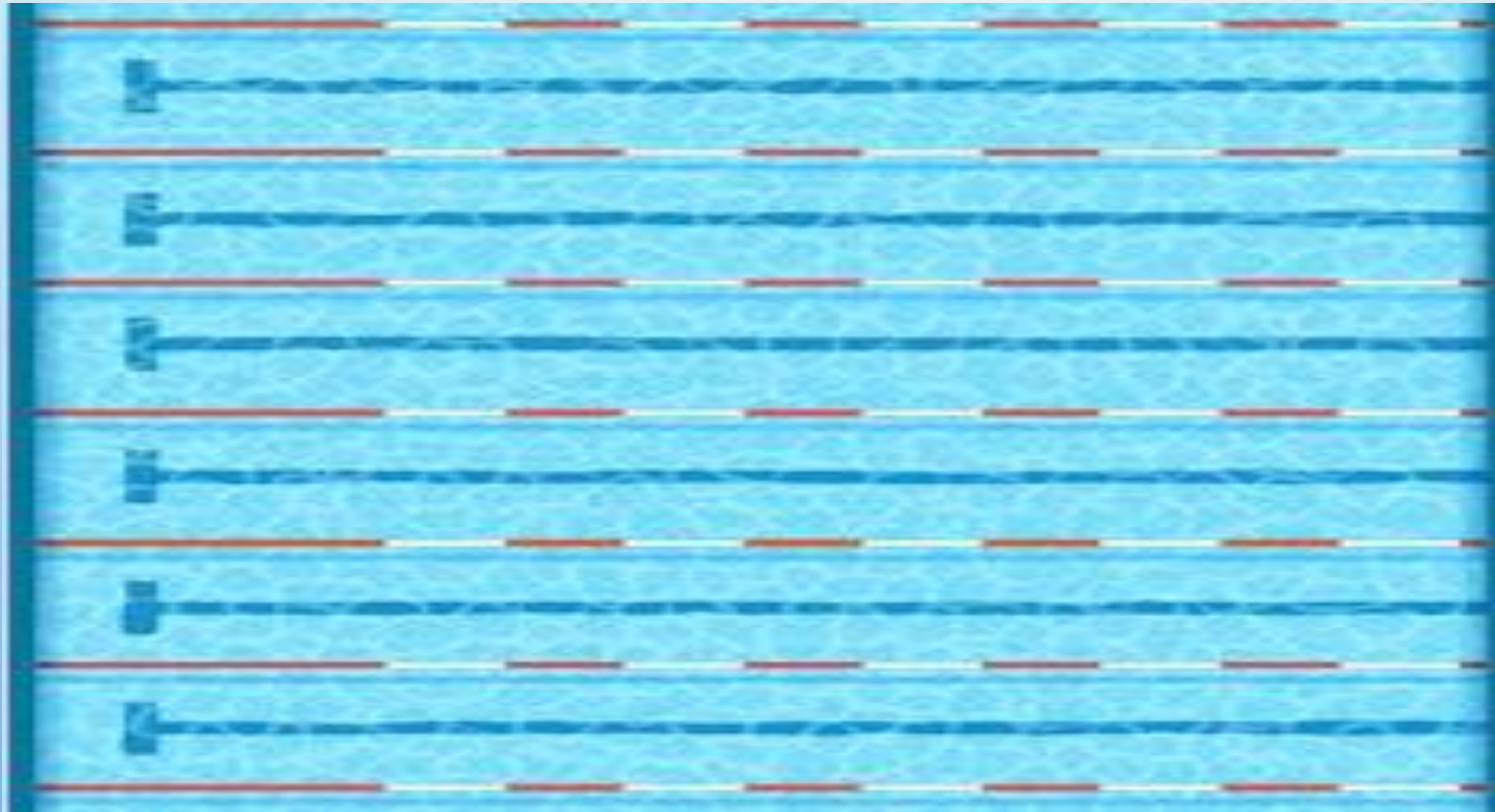
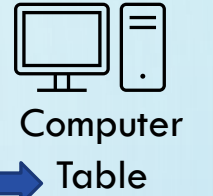
IN PERSON MEET WORKERS/LAYOUT



Note Lane timer should be aware of social distancing at start and end of race, and wear Personal Protective Equipment (Mask/Gloves)

1. A Deck Manager (DM 1&2) from each team checks that the right swimmers are in the right lanes.
2. Each Place Judge record the order of finish independently on their copy of them Meet Program.
They then compare notes and if they agree, communicate it to the Judges Recorder (JR).
3. The JR records the official order of finish onto their copy of the UK Judges form.
4. The JR hands the UK Judges form to the Master Recorder (MR 1&2) who then goes from lane to lane recording the time from each timer. Each team provides one MR, they alternate races.
5. There are 2 people working in each lane as timers (T1&2). One person operates the one stopwatch in that lane, the other person records that time on the Lane/Timer sheet and tells the time to the MR.
6. Once the MR has recorded all times they hand that completed form to the Runner. If the computer table is close enough to the finish end of the pool the Master Recorder can take the completed form to the computer table. Otherwise the home team should provide a runner for this job.
7. Each team provides a Computer Operator to input results into the computer and score the meet.
8. Each team provides a Ribbon Worker (RW1&2) to label ribbons and organize them for their team

VIRTUAL MEET WORKERS / LAYOUT




Meet Starter


Place Judge


Head/Backup
Timer


Master
Recorder


Lane Timer


Swimmer

*Note Lane timer should be aware of social distancing at start and end of race, and wear Personal Protective Equipment (Mask/Gloves)

1. Teams may use coaches or parents to check that the right swimmers are in the right lanes.
2. One Place Judge will record the order of finish on their copy of the Meet Program. Their order of finish will only be needed if the timer and head/backup timer fail to get a time for a particular lane.
3. The Master Recorder (MR) then goes from lane to lane recording the time from each timer. If possible, have 2 MR to allow them to alternate lanes and speed up the process. One alternative is to collect the timer sheets for a lane once all races on that page have been completed. Each page usually contains about 10-15 events.
4. There is one timer per lane. That person operates the one stopwatch in that lane, and records that time on the Timer sheet and tells the time to the MR. If possible, having 2 people in a lane will speed up this process and let the person with the stopwatch focus on recording their times. The lane timer should notify the head timer if they are unable to start their watch at the beginning of a race or are unable to stop their watch at the end of a race.
5. A head/backup timer is needed. This person operates with two stopwatches and starts those watches at the start of each race. If a lane timer fails to start their watch at the beginning of the race they should immediately notify the head timer, so they can bring a functional watch to their lane. The head/backup timer should stop their watch for the first and second place finisher if they do not have to take their watch to a lane during the race.
6. If no time is recorded, the master recorder should be notified to mark that swimmer as exhibition.
7. Once the MR has recorded all the times they hand that completed form to the Computer Operator. If the computer table is not close enough to the finish end of the pool a runner should be used to speed up the process.
8. The Computer Operator will input results into the computer and score the meet.
9. A Ribbon Worker (RW1&2) will label ribbons and organize them for their team

WHAT'S NEXT?

- COMPLETE TEAM REGISTRATIONS. LET YOUR NEIGHBORS AND FRIENDS THAT YOU ARE HAVING A TEAM THIS SEASON. GET SWIMMERS REGISTERED BEFORE THEY START SWIMMING.
- REACH OUT TO TEAM MEMBERS FROM 2019, AS MANY MAY NOT KNOW WHETHER TEAMS ARE PARTICIPATING THIS SUMMER. MOST TEAMS HAVE SEEN AN INCREASE IN REGISTRATION ONCE WORD GETS OUT THERE WILL BE A TEAM AND A SEASON.
- OVER COMMUNICATE WITH YOUR TEAMS! AS SOON AS YOU HAVE FORMATS FOR PRACTICE & SOCIAL DISTANCING ALIGNED WITH THE HOA/POOL BOARDS, GET YOUR TEAM MEMBERS AND PARENTS COMFORTABLE WITH THE PROCESS.
- MEETINGS -
 - HY TEK TRAINING: SATURDAY, MAY 8 AT 10 AM VIA ZOOM
 - RIBBON PICKUP: MARIST POOL: WEDNESDAY, MAY 12 FROM 4 PM TO 7:30 PM
 - COACHES MEETING: SATURDAY, MAY 16 AND SATURDAY MAY 23 AT 3 PM AT MARIST OR VIRTUALLY

ANY ADDITIONAL QUESTIONS?