

Running a Swim/Dive Dual Meet

* **Individuals needed to run meet**

- authorized meet officials – Rule 4-1.2 recommends a minimum of 2 officials
- meet manager – individual to oversee running of meet (so you can focus on coaching)
- individual to administer HyTek software (info on software – www.hy-tek.com)
- individuals to assist with scoring of meet and verification of times (probably 1 per team)
- timing console operator (if plungers or touchpads are being used)
- head timer (can also serve as backup timer) with two stop watches
- 2 or 3 timers per lane with stopwatches
- runners to collect entry cards
- finish judges – see Rule 6-5.1. (Necessary when use only two timers per lane? Not with 3 timers?)
- dive announcer
- dive scorers (at least 2)
- individual to administer dive software (if being used)
- dive judges – minimum of 3 needed (meet officials can serve this need)

* **Equipment needed to run meet**

- starting system or signal (Rule 2-7.3)
- recall device or recall rope (Rule 2-7.4)
- visual lap-counting system for 500 Freestyle (Rule 2-7.6) – required to be provided for visiting team
- timing devices calibrated to .01 seconds (Rule 2-7.7)
 - manual – stopwatches
 - semi-automatic (plungers) or automatic (touch pads)
 - for semi-automatic & automatic devices a manual timing device is required as a backup
- equipment to record times and score meet
 - most of the time this will include a computer with HyTek Meet Manager software as well as a printer
 - it can however be done the old fashioned way with pen & paper
 - semi-automatic & automatic timing will also require a timing console
- clipboards / pencils for timers to record times (1 per lane)
- calculator(s) for dive scoring if not using a computer dive program to score
- diving flash cards (one for each diving judge – probably 3)

* **Make sure pool meets all required specifications**

- pool dimensions (Rule 2-2)
- pool markings (Rule 2-3)
- lanes (Rules 2-5)
- water condition (Rule 2-6)
- backstroke flags (Rule 2-7.5) – if does not meet rule standards then home team does not score any points in events
- equipment for swimming events – starting platforms, water depth (Rule 2-7) & backstroke flag lines (Rule 2-7.5)
- lane numbers (Rule 2-4.3) – when practical lanes should be numbered from right to left as you face course

* **Meet entries**

- make sure coaches for both teams agree on time and method of meet entries
- make sure team & individual entry guidelines are followed (Rules 3-1 & 3-2)
 - note – Rule 3-2.3 – when an individual officially becomes an entry
 - dual meets? – make sure both coaches agree beforehand on method & limits on entries
- entry cards will need to be made/printed for the meet itself – usually by the home team
- heatsheets?

* **Meet management**

- order and length of events (Rule 5-1)
 - by mutual consent diving may be the first event (Rule 5-1.2)
 - Note – rules requires break of 15 minutes with at least 10 minute warm-up in pool prior to 100 Fly
- lane & heat assignment
 - Rule 5-3.2 states visiting team gets choice of odd or even – but traditionally home gets odd lanes
 - Rule 5-3.3 – guidelines for lane assignments when have more than two teams in meet
- order if have multiple heats? Rule 5-3.6 applies for timed finals events with all individuals possibly scoring (fastest seeds in last heat, etc)
 - however, no rules seem to apply to dual meets with multiple heats where only one heat scores.
 - Therefore make sure both coaches are in agreement of procedures for order (fastest –first heat or last heat)
- a difference of more than .3 seconds between automatic & backup time may indicate a potential malfunction that requires the integration of back-up times
- integration of back-up times – read Rule 6-4 on own and hope you never have to figure it out
- places & points earned (Rule 7)
 - Rule 7-2 gives breakdown of points awarded for dual meets, double duals, or triple duals
 - Note – maximum # of entries allowed to score is 4 per team – therefore if you are using a 10 lane pool make sure coaches agree beforehand on method of scoring (top seeded? Top 4 times?)

Swim/Dive Dual - meet
Brookwood vs Parkview

Date – Friday, January 11th, 2008

Time - 6:30 – 10:30 pm (meet begins at 7:15 pm)

Location – Mountain Park pool

Warm-ups - 6:30 – 6:50 Parkview
6:50 – 7:10 Brookwood
6:30 – 7:10 Diving (1 board)

Lane assignments - Parkview – lanes 1, 3, 5, 7, 9 (home team)
Brookwood – lanes 2, 4, 6, 8, 10

Format – Scoring heat will always go first. Unlimited heats of all events with the following exceptions –
three heats max of 200 Free,
two heats max of 200MR, 200FR, 200 IM, and 500 Free
one heat only of 400FR

Diving - due to time limitations, each team will be allowed to enter up to 6 divers per team with no more than 3 per gender scoring.

Scoring - Individual	8	6	5	4	3	2	1	0
Relays	10	5	3	0	0	0	0	0

Parent volunteers - list is below of what each team is responsible for providing

Questions??? - contact Greg Puckett Brookwood Swim Coach
home – (678) 123-4567

Parent Volunteers & Equipment
required for Dual -meet

	Parkview	Brookwood
Individual to administer dive software		1
Dive announcer		1
Dive scorers	1	1
Dive official		1
Meet Manager	1	
Individual to administer HyTek	1	
Timing console operator	1	
Individual to assist with swim scoring	1	1
Head backup timer (with two stopwatches)	1	
Timers (with stopwatch)	15 (5 lanes)	15 (5 lanes)
Runners		1
Laptop with meet info	1 (swim)	1 (dive)
Clipboards and pencils for all lanes	1	