

**MOUNTAIN HI
SWIM LEAGUE
RULES and
GUIDELINES
for OFFICIALS
and
DECK STAFF**

Revised Spring 2007

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1. PURPOSE:

To provide prospective officials and deck staff with initial instruction as required by the Mountain Hi Swim League for certification.

2. CERTIFICATION:

All meet officials are required to read and understand the *Mountain Hi Swim League Rules and Guidelines for Officials and Deck Staff* booklet. Each year, officials who were certified the previous season are required to attend a clinic/course provided by the league or pass the league tests for their relevant position with at least 80% accuracy. The MHSL will accept a USA Swimming Official's credentials for all positions of certification he/she currently holds as a "re-certifying" official, as below. Proof of current certification must be given to the Officials board position.

FOR STROKE AND TURN OFFICIALS:

- All new Stroke & Turn officials must attend a league conducted clinic. Re-certifying Stroke & Turn officials may either attend a league clinic or pass the league Stroke & Turn test.
- Each team must have at least one re-certifying official attend a league Stroke & Turn clinic. That official may then lead a team-conducted Stroke & Turn clinic where all participants will take the Stroke & Turn test. The official who conducted the clinic is responsible for submitting to the Officials Chair a list of the name (written legibly), phone number, and years of experience for each attendee. The league recommends that the Meet Referee should be the official to attend the clinic and lead the team conducted clinic.

FOR STARTERS AND MEET REFEREES:

- All **new** Starters and Meet Referees **must attend** a league conducted clinic.
- All **new** Meet Referees must have **one year of experience as a Stroke & Turn Official**. Only in the first year of a new team will an exception be granted. New Meet Referees must attend clinics for Stroke and Turn, Starter, and Meet Referee.
- Re-certifying Starters and Meet Referees may attend a league clinic or take the appropriate test(s) for the desired position. Starters only take the Starter's test; the Meet Referee must take the Stroke & Turn, Starter, and Meet Referee tests.

PERSONNEL FOR THE MEET:

- The hosting team must provide a Meet Referee, a Starter, a DQ scribe, a minimum of 2 Stroke & Turn Judges, a Head Timer, 9-12 Timers per shift, depending on number of lanes at the venue, a Clerk of Course, at least one heating area coordinator, a minimum of 2 runners, a Meet Manager operator, and 2-3 scoring table people.
- The visiting team must provide a minimum of 2 Stroke & Turn Judges, 9-12 Timers per shift, depending on the number of lanes at the venue, at least one Heating Area Coordinator, and 2-3 scoring table people.
- If a minimum of personnel cannot be obtained from one's own team, it is **that** team's responsibility to recruit the necessary staff from the other team.
- Each Division will determine whether they wish to use a DQ Communicator. If the division chooses to use one, each team at the meet will provide one DQ Communicator.

3. USA/MHSL SWIMMING PHILOSOPHY:

- Strive for fair and equitable competition.
- Strive for consistency in officiating.
- Protect the swimmers who are swimming correctly.
- Know the rules.
- Understand the limits of your jurisdiction.
- Be in proper position.
- Never shout at or belittle swimmers, or anyone associated with the meet.
- Be compassionate. Try to say something positive.
- Expect to be questioned.
- Always give all benefits of doubt to the swimmer.

4. MEET REFEREE:

Shall have full authority over the swimming competition, including the items listed below. The Parent Representatives, or their designee, will maintain order of the swimming event for all matters outside of the competition.

MEET REFEREE RESPONSIBILITIES:

- Conducts the officials' pre-meet meeting, make deck assignments, determine jurisdiction, rotation, relief procedures, and headset protocol, provide any additional information relevant to the officiating of the meet, and maintain control of the running of the competition.
- Assures equipment and facilities meet league requirements.
- Assures meet is properly staffed.
- Works with the Clerk of Course and Starter to maintain an even pace for the running of the meet.
- Assures a fair start for each competitor. Shall blow the whistle before each race to signal the swimmers to step up or in, to signal the starter that all officials are in position, that the course is clear, and the competition can begin.

- May independently assess an unfair or false start or make a delay of meet call. In the case of a delay of meet call, the Referee must raise his/her arm overhead with an open palm to signal the disqualification and inform the swimmer of the infraction.
- Can overrule any official on a point of rule interpretation, or on a judgment decision pertaining to an action that the Meet Referee personally observed.
- **Can replace any official not properly executing his duties.**
- Shall give a decision on any point where the opinions of the judges differ and resolve any disagreement that may arise if parties are unable to mutually agree.
- Can disqualify a swimmer for any violation of the rules that the Meet Referee personally observes; the Referee must raise one hand overhead with an open palm to signal a disqualification. The only exception is for dually confirmed infractions (false starts, early take-offs for relay exchanges).
- Shall have authority to intercede in a competition at any time, to ensure that safe racing conditions are observed.
- Shall confirm the acceptance of all proper disqualifications or reject any that are incorrect; shall ask the DQ scribe to write up the accepted disqualifications, sign them, and process them to the scoring table.
- Shall provide a headset to each team for their officials or the Meet Referee's designees (who cannot be a coach) to notify swimmers of infractions.
- Shall record all accepted disqualifications on the Meet Referee's heat sheet and turn it in to the scoring area at the end of the meet for retention with the meet documentation.
- The Meet Referee may, at his/her discretion, prohibit the use of any bell, siren, horn, or other artificial noisemaker during the meet.
- The Meet Referee may modify any rule for a competitive swimmer who has a disability. Such modification shall be

in accordance with Article 105 of the USA Swimming Rules and Regulations book.

MEET REFEREE POSITION:

Next to the Starter on his/her side that is closest to the turn end of the pool.

5. STARTER:

Help the swimmers achieve the best start possible. Upon a signal from the Meet Referee, assume full control of the swimmers until a fair start has been achieved.

STARTER RESPONSIBILITIES:

- Makes sure all lanes are numbered properly.
- Calls the swimmers to the blocks. When starting a new event, announce the distance and stroke. When changing heats, **only announce the heat number.**
- After the Meet Referee's long whistle, if the swimmers do not step up on the starting block or step in the water, instruct the swimmers to do so.
- Gives the starting command, "Take your mark" to ensure that a proper starting form is observed with at least one foot at the front of the block in a forward start and toes not curled over the gutter on the backstroke start.
- May use optional instructions only as needed:
 - Stroke(s) and stroke order.
 - Advising the heat when a swimmer is attempting a time at an intermediate distance.
 - Inform all relay swimmers that, except for the last swimmer, they must leave the pool immediately upon completion of their leg.

- “Place your feet” instruction for back stroke start.
- Activates the starting device.
- Ensures that no swimmer has an unfair advantage.

STARTER POSITION:

Close to the side of the pool, within ten feet of the starting blocks, making sure that you have a clear view of all lanes; stand so that your toes are pointed toward the middle lanes.

EQUIPMENT- HORN OR ELECTRONIC START SYSTEM:

- Be prepared to troubleshoot the system.
- Makes sure the system is working properly.
- If a strobe is used, makes sure it is visible to all lanes.
- Be familiar with things that can go wrong with automatic timing systems. Know how to prevent or fix common problems. Have a contingency plan.
- Determines what kind of signal will be given in distance events and inform the swimmers of this signal. Give the signal at the appropriate times during the event.

TIPS FOR STARTERS:

- Maintains a copy of the order of the events.
- Always is aware of the “big picture”.
- Sets a good pace for the meet.
- Is calm, clear and confident in one’s instructions and does not threaten the swimmers with one’s tone of voice (extend an invitation to swim, do not command).
- Pauses and takes a breath between the invitation to “Take your mark” and when you activate the starting device.
- Steps the heat down off the blocks in the event of a false start or a delay of meet call, when the Meet Referee informs the individual swimmer of the infraction.

- Is familiar with any special starting rules that apply for handicapped swimmers.
- Always is impartial, fair and consistent.
- **Keeps all instructions to the swimmers at a minimum;** only uses the Starter's microphone for necessary comments.

PROCEDURES:

- Starting commands should be consistent throughout the league.
- Meet Referee blows one long whistle for the swimmers to step up on the blocks or step in the water.
- With the Referee, the Starter determines that all swimmers are present and in the proper position for the start.
- Insures that the crowd is quiet for start.
- Instructs the swimmers to "Take your mark."
- If all swimmers are not ready within a reasonable amount of time, then ask them to "Stand". In backstroke events, ask them to "Relax" or "Stand down". Once the swimmers are ready, re-issue the "Take your mark" instruction.
- After the swimmers move to a starting position on the blocks and become stationary, if any purposeful forward movement occurs prior to the start, ask the swimmers to "Stand". In doing so, all swimmers are released and should not be charged with a false start. Any swimmers entering the water in reaction to the "Stand" instruction are relieved from a false start charge.
- When swimmers are motionless, activate starting device.
- If a false or unfair start occurs, immediately signal for a recall if the swimmers have left the blocks.

SWIMMERS' STARTING POSITIONS:

Forward Starts:

- Both feet must be on the block prior to the instruction "Take your mark". At least one foot must be at the front of

the block after the instruction is given and before the starting signal is activated.

- NOTE: Swimmers may be bent at the waist prior to the "Take your mark" command. If a "Stand" command is given, the swimmers do not have to stand up, but can remain in a "Take your mark" position.

Backstroke Starts:

- Both feet must be below the top of the gutter, but may be above the water line.
- Curling the toes over the gutter is not allowed

FALSE STARTS:

- False starts must be reported by the Starter and confirmed by the Meet Referee. The Meet Referee will inform the swimmer(s) of a false start. A swimmer is not disqualified until a second false start charge has been observed. If the swimmers are on the blocks when a false start occurs, step them down during the notification process.
- The Referee has the authority to call any DQ that he/she personally observes; no confirmation is required.
- The Starter should fire a recall signal immediately if a false or unfair start occurs and the swimmers have left the blocks.
- The starter should relieve a swimmer if an infraction was caused by another swimmer
- Do not be afraid to recall the swimmers if an unfair start has occurred and you are not sure why.

The following conditions constitute a false start:

- Any swimmers leaving their marks before the starting signal is given can be a false start. This may leave the Starter with the option to dismiss the false start charge if extraneous noise/activity caused the swimmers to leave early. At the Starter's discretion, he/she may elect not to charge a swimmer if he/she feels the action or movement of another

competitor drew him off, or the Starter inadvertently caused the false start.

- All swimmers that become stationary on the “Take your mark” instruction, and then show purposeful forward motion prior to the starting signal may be charged with a false start.
- Any competitor charged with 2 false starts in the same event will cause him/her or his/her relay team (if applicable) to be disqualified from that event.
- A swimmer who unnecessarily delays in assuming or holding a motionless position after the “Take your mark” instruction may be charged with a Delay of Meet disqualification by the Meet Referee.

6. TIMERS:

Time is the measure of a swimmer’s performance. The timer’s role is to determine how long it took each swimmer to cover the distance of his/her event.

CHIEF TIMER:

- Verifies all timing equipment to be used is in good working order before the meet begins.
- Assigns timers to lanes, selecting one timer as the head lane timer. Each lane should include timers from both teams.
- May deliver all lanes results, including disqualified swimmers, to the runner for delivery to the scoring table.
- Acts as the backup timer and provides an accurately started watch to a lane timer in the event of a watch failure. The backup timer starts two watches at the beginning of every race.

HEAD LANE TIMER:

- Checks entry card to insure event, swimmer, and lane number are accurate

- Verifies that the swimmer is in the proper lane.
- Records all three times on the card upon completion of event.

MANUAL WATCH LANE TIMER:

Operates a hand-held digital watch and is responsible for starting and stopping it.

BUTTON (“PICKLE”) PUSHER:

Presses a button (part of the semi-automatic electronic timing system) at the finish of the race. **If semi-automatic systems are used, at least two watches are also required as backup timing devices (three watches are required for league records).**

TIMER RESPONSIBILITIES:

- Checks watch to verify that the watch has been “zeroed out” before each start
- Starts the watch when the starting signal is given - when you see the flash or hear the tone. Stand well behind the starting blocks on each start to help the Starter maintain an unobstructed view of the swimmers.
- Stops the watch or push the button when any part of the swimmer’s body touches the end of the pool at the finish of the race. Stand near the edge of the pool, looking down the wall to clearly see when any part of the swimmer’s body touches the wall.
- Is prepared to take splits or intermediate times in longer races, if assigned.

7. STROKE & TURN JUDGES:

Shall ensure fair and equitable competition for all swimmers.

STROKE AND TURN JUDGES RESPONSIBILITIES:

- Ensures that the rules relating to the strokes for the start, swim, turn, and finish are observed once the swimmer has entered the water.
- Wears the proper attire (orange wrist band) while officiating.
- Attends the pre-meet officials meeting (usually held at 7:20 am) where the Meet Referee determines assignments, rotation, protocol, and jurisdiction.
- Observes swimmers **ONLY IN ONE'S JURISDICTION**, verifies conformity with the rules; calls disqualifications when the rules are broken.
- Knows the rules of MHSL/USA Swimming and applies them uniformly.
- Enforces the rules as a casual observer while being fair and considerate to the swimmers. The **MAJOR RULE OF THUMB FOR ALL STROKE & TURN JUDGES IS: THE BENEFIT OF ANY DOUBT GOES TO THE SWIMMER.**
- Calls only what he/she actually sees, not what might have occurred.
- Calls all infractions observed in his/her jurisdiction, regardless of whether or not there was any advantage gained or if the swimmer has already been disqualified for other infractions on the same race.
- As the DQ communicator, notifies swimmer of any infractions. Handle the situation with care and tact, especially with younger swimmers.

STROKE & TURN JUDGE POSITION:

At the end of the pool in the middle of one's assigned lanes. Watch swimmers at all times when they are in one's jurisdiction, even if they have been previously disqualified. Monitor all assigned lanes when swimmers enter one's jurisdiction, even if they are "empty".

DISQUALIFICATION PROCEDURES:

- When an infraction is observed, the judge should signal by raising his/her arm overhead, palm open. Be quick and decisive in this action. If the arm is not raised the infraction might be overturned.
- Over your headset, report the lane, heat, event number, a brief description of the violation, and your name to the Meet Referee. Continue to pay as much attention as you can to swimmers still in your jurisdiction. Once the disqualification is accepted, by the Referee, the DQ scribe will fill out the DQ slip. Make a note of the infraction in your heat sheet.
- If the Division chooses to use a DQ communicator, the DQ communicator at the end of the pool where the swimmer exits the water will inform the swimmer of the infraction.
- If you are questioned by a coach or parent about an infraction, explain your point of view calmly in-between races. If this does not satisfy the person, refer him/her to the Meet Referee.
- If a swimmer inadvertently swims out of his/her lane, this is not automatically a disqualification. It would be a DQ only if the swimmer who is out of his/her lane interferes with the swimmer in the correct lane. A swimmer must, however, start and finish the race in the same lane.
- Dipping goggles into the water before a race is not a disqualification as long as it does not interfere with a race in progress.
- DQ slips will be picked up from the scribe and given to the scoring table by the runners.

JUDGING STROKES:

FREESTYLE:

- Any stroke may be used.
- A forward start is used.

- Any part of the swimmer's body must touch the wall of the pool at turns and finishes; the swimmer may turn in any manner.
- If any stroke other than the "crawl" is used, it does not have to conform to the rules for that stroke. Any stroke or combination of strokes may be used.
- The infractions that can cause a DQ in Freestyle are not touching the wall on turns, pushing off the bottom of the pool, walking on the bottom, or pulling forward on the lane ropes.
- Sculling back to hit the wall is permitted.
- Freestyle is the only stroke where a swimmer may stop and stand on the bottom of the pool.

BACKSTROKE:

Swims and Turns:

- A back-facing start is used.
- Stroke is performed on the back. Except in turns, the swimmer's body may not rotate past vertical (i.e. not past perpendicular to the water surface) toward the breast.
- The swimmer may be submerged for not more than 15 meters after the start and after each turn, upon which time the head must have broken the surface of the water. (This is approx. $\frac{3}{4}$ of the length of a 25 yard pool). Unless your pool is marked at 15 meters, this may not be called as a disqualification.
- Some portion of the swimmer must break the surface of the water throughout the race, except the swimmer may be submerged for not more than 15 meters after the start and after each turn.
- Upon completion of each length, some part of the swimmer's body must touch the wall. During the turn, the shoulders may turn past the vertical towards the breast after the swimmer's head has passed the backstroke flags. The swimmer must return to a position past vertical toward the back when the swimmer leaves the wall.
- When initiating a turn, after the upper shoulder rotates beyond the vertical toward the breast, a continuous single or continuous

simultaneous double arm pull may be used to initiate the turning action.

- If a swimmer decides to use the flip turn as described above, he/she only receives one chance to hit the wall. If the wall is missed, sculling back to hit the wall is not allowed.

Finishes:

- The swimmer has finished the race when any part of his/her body touches the wall at the end of the course.
- The swimmer's shoulders **may not** turn past vertical toward the breast prior to the touch on a finish. Swimmer must stay on back for finish.
- A swimmer may be re-submerged at the moment of the touch on the finish. Once the official's eyes have shifted to observe the finish, re-submersion may no longer be called.

BUTTERFLY:

Starts and Swims:

- A forward start is used.
- The swimmer may be submerged for not more than 15 meters after the start and after each turn, upon which time the head must have broken the surface of the water.
- The swimmer may use only one underwater pull at the start, which must bring the swimmer to the water surface. The swimmer must be on the breast at the first arm pull. Once the head has broken the surface, the swimmer must remain on the surface until the next turn or finish. One or more kicks are allowed at the start.
- Arm pulls must be simultaneous, with a non-alternating stroke and the body must be kept on the breast. Each arm stroke must recover over the water surface. Both arms must be brought forward over the water and pulled back simultaneously. After

the start and after each turn, the swimmer's shoulders must be at or past vertical toward the breast.

- In the up and down motion of the butterfly kick, the legs and feet do not have to be together, however their relative position to one another may not change. (i.e. if the right leg is higher than the left one, this is OK as long as the right one always stays higher.)

Turns and Finishes:

- The swimmer's hands must touch the wall simultaneously. Hands do not have to touch at the same level.
- On the finish, the body must be on the breast.

BREASTSTROKE:

Starts and Swims:

- A forward start is used.
- During the first cycle after the start and each turn, the swimmer may take one complete arm pull (i.e., arm stroke completely back to the legs) and one downward butterfly kick either during or right after the first complete arm pull, followed by one breaststroke kick while the body may be wholly submerged. Except during the first stroke after the start and each turn, the hands shall not be brought beyond the hipline.
- The swimmers head must break the water surface by the time the swimmer's hands turn inward at the widest part of the second arm pull. (i.e., the head must break the surface at the point of recovery of the arm stroke.)
- The body must be kept on the breast.
- Some part of the swimmer's head must break the water surface during each cycle of the stroke.
- The legs must move simultaneously in the same horizontal plane and the feet must point outward during the propulsive part of the kick. (The propulsion must be made with the inside of the foot.) A scissors, flutter or downward butterfly kick (except

as noted above) is not permitted. Breaking the surface of the water with the feet shall not merit disqualification unless followed by a downward butterfly kick.

- The arms shall move simultaneously and in the same horizontal plane without any alternating movement. The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under the water except for the last stroke at each turn and the finish of the race. The hands shall be brought back on or under the surface of the water.

Turns and Finishes:

- The swimmer's hands must touch the wall simultaneously. Hands do not have to touch at the same level.
- On the finish, the body must be on the breast.

INDIVIDUAL MEDLEY:

- The Individual Medley is a race where the swimmer utilizes all four strokes in a single event. The strokes must occur in the following order:
 1. Butterfly
 2. Backstroke
 3. Breaststroke
 4. Freestyle
- Each stroke must conform to the rules for that particular stroke.
- The freestyle leg may not be the backstroke, butterfly or breaststroke.
- The transitions from one stroke to the next must conform to the respective finish rules for each stroke. A swimmer who finishes the backstroke by touching on their back then does a flip turn to begin the breaststroke is legal.

MEDLEY RELAY:

- The strokes in the Medley Relay must occur in the following order:
 1. Backstroke
 2. Breaststroke
 3. Butterfly
 4. Freestyle
- Each stroke must conform to the rules for that particular stroke.
- The freestyle leg may not be the backstroke, butterfly or breaststroke.
- The finishes of each stroke must conform to the respective finish rules for each stroke.

8. RELAY EXCHANGE:

Relay exchanges fall under the jurisdiction of the Stroke and Turn Judge unless Relay Takeoff Judges have been assigned.

PROCEDURE:

- Watch the swimmers feet on the block. When the feet have left the block, move your eyes down to see if the touch has been made. This gives all benefit of the doubt to the swimmers. Do not be influenced by body movement. A good swimmer will have his/her body moving before the touch, but his/her feet are still in contact with the blocks as the touch is being made.
- If an infraction occurred, mark down the swimmer exchange number and the lane. Report the infraction to the Meet Referee. Once accepted, the Chief Judge or scribe will write the DQ slip. The DQ communicator should inform the team of the infraction.

POSITION:

Stand on the side of the pool, a few steps down from the wall, so you can see all the blocks in your jurisdiction in one glance.

9. PROTESTS:

- At dual meets, the Meet Referee is the final authority in resolving disputes regarding the competition. At Prelim, Championship and All Stars meets, the Meet Referee will assemble and head the Protest Committee. See Section VIII of the MHSL By-laws.
- Meet Referee can overrule an official on a point of rule interpretation.
- Meet Referee can overrule an official on a judgment call only if the Referee actually observed the infraction in question.

The following questions must be answered “yes” for a DQ to stand:

- Did the official raise his/her hand?
- Did the official have jurisdiction where the infraction occurred?
- Was the official in the proper position to make the call?
- Was the official’s rule interpretation correct?

10. SWIMMING RECORDS:

- When a swimmer is swimming for a league record, the swimmer’s coach will request of the Meet Referee:

One additional back-up timer for the swimmer’s event, or that the back up timer for the meet assist in that swimmer’s lane. The swimmer’s time will be established according to Section 15; SCORERS: Calculating Official Times. The back-up time will be used only if one of the original 3 timers fail to record a time.

- When a swimmer wants to establish a time as the lead-off swimmer in a relay event:

Three additional timers are used to score that swimmer's portion of the relay. The time of that swimmer's relay leg will be established according to Section 15; SCORERS: Calculating Official Times.

11. OFFICIALS SUMMARY:

- Know the rules.
- Becoming a good official requires experience on the pool deck. Hang in there your first few times. It gets easier.
- Always be in the proper position.
- Always address the swimmers with respect.
- Signal a DQ immediately. If you have to hesitate, it probably is too close to call.
- Always be impartial, fair and above all else consistent.
- Remember, **THE BENEFIT OF THE DOUBT ALWAYS GOES TO THE SWIMMER.**
- Call only what you see. You're going to miss some infractions. Judge all your lanes fairly with the same amount of attention and don't worry about what you may have missed.
- Expect to be questioned when you DQ a swimmer. Do not raise your voice or retaliate in any way from a verbal attack by a parent or coach. Just explain what you saw and the rule that was violated. Direct irritated parents/coaches to the Meet Referee.
- Have conviction, but don't hesitate to admit you were wrong; do not hesitate to rescind a call if you honestly believe you made an error.
- Be conscientious about your position, don't socialize when you should be watching the pool.

12. CLERK OF COURSE:

Shall manage the heating area, working closely with the heating coordinators, the Starter, and the Meet Referee to ensure a smooth running meet.

CLERK OF COURSE RESPONSIBILITIES:

- Assures swimmers are heated in the heating area two-three events prior to their swim.
- Checks each entry card to insure proper event.
- Combines events when possible to expedite meet.
- Communicates any changes in the seeding during a meet to the Starter and Meet Referee.
- Communicates scratches to the scoring table.

13. HEATING AREA COORDINATOR:

Shall work with the Clerk of Course to find and heat swimmers before their races

HEATING AREA COORDINATOR RESPONSIBILITIES:

- Assists the Clerk of Course with locating swimmers.
- Assists Clerk of Course with lining up the swimmers for their heats.

14. RUNNERS:

Shall facilitate the processing of paperwork from the pool to the scoring table in a timely manner.

RUNNERS RESPONSIBILITIES:

- Pick up swimmers cards from the head lane timers and DQ slips from the DQ scribe; deliver them to the scoring table in a timely manner.
- On the 25 meter/yard events, deliver the swimmers cards to the head lane timers at the turn end of the pool in a timely manner. This may require additional runners.

15. SCORERS:

Shall manage the scoring table to facilitate the timely reporting of accurate results and distribution of awards.

SCORERS RESPONSIBILITIES:

- Review the reported times for each swimmer's card.
- Record the official time on each card.
- Match disqualification slips to the correct swimmers cards, by ensuring that name and lane are consistent.
- Pass the cards, in ascending lane order, by heat to the Meet Manager Operator for entry into the software program.
- Once the cards are returned to the scoring table, sort the cards for each event into finish order, fastest to slowest, placing disqualified swimmers cards at the end.
- Record the finish order on each card with a legal swim.
- Compare the results report from Meet Manager with the sort order of the cards for accuracy.
- Pass the cards to the awards people; separate into team piles for ribbon labeling

CALCULATING OFFICIAL TIMES:

Three Watches:

- If two or three watches agree, that is the official time.
- If all three watches disagree, the middle time is the official time.

Two Watches:

- If both watches agree, that is the official time.
- If watches disagree, the average of the two is the official time.
- The digits representing thousandths of a second shall be dropped with no rounding.

One Watch:

- Although this timing method is not recommended, the time on the watch is the official time.

All league records must be timed with three stop-watches for them to be official.

16. TEAM MANAGER OPERATOR:

Shall have a good understanding of the Hy-Tek Team Manger software, manage all team data, and process team entries for MHSL meets.

TEAM MANAGER RESPONSIBILITIES:

- Maintain the team's Hy-Tek Team Manager database.
- Process meet entries for each meet to the hosting team by 5:00 pm on the Thursday prior to the dual meet.
- Follow meet entry processing guidelines for Divisional and All Star meets. See MHSL By-laws for specifics.
- Update the team's Team Manager database promptly after each competition the team attends.
- Create a backup copy of the database for storage of all team times at the end of each season. Turn it in to the team designated representative prior to the September League Parent Rep meeting.

17. MEET MANAGER OPERATOR:

Shall have a good understanding of the Hy-Tek Meet Manager software, be able to set up meet databases, run the software for collecting the meet data, and process meet results.

MEET MANAGER OPERATOR RESPONSIBILITIES:

- Set up the dual meet database.
- Import entries for both teams, process the data, and create all reports needed for running a dual meet.
- Seed the meet events based on slowest to fastest swimmer times.
- Home team will provide cards with printed deck labels for both teams and deliver them to the Clerk of Course in correct order of events and heats for the swimmers.
- Provide necessary reports to meet officials and coaches. See handout provided yearly to the Parent Representatives for required type and number of reports.
- Provide each team with electronic meet results after completion of the meet. Each team is responsible for providing the storage medium for the electronic file.