

# Mountain Hi Swim League

## Prelims and Championship

### Prelims / Championships

The hosting teams for each Prelim and Championship Meet are responsible for the following:

- Designated area for all teams participating and appropriately marked with signs. Additional ideas would be to: Hang welcome signs and or helium filled balloons. Fly the American Flag and start the meet with the Star Spangled banner. Make your meet fun, appealing and inviting for your guests. Have coolers of water and sports drinks available for the coaches of each team. Have a folder for the coaches of each team containing the meet programs, scratch forms, protest forms, concession coupons etc.
- Work schedule for all Volunteers and the requirements for Volunteers should be communicated to each team at the Prelim/Championship heating meeting. Post the volunteer sheet at the meet with the names of the teams in each volunteer position.
- Programs should be printed with copies available to all coaches and should also be for sale at a price agreed upon by all hosting teams. Copies should be given to all coaches, scoring table, clerk of course, starter, announcer, parent rep. and heating area. A good rule of thumb is to print programs that equal 50%-60% of the total number of swimmers participating in the meet.
- Designated area for result sheets to be hung for viewing.
- Designated areas for the computer, card marking and awards, to include a container per team of some kind (bag or box) for ribbons and medals and meet results sheets.
- The Division VP will need to tally votes for the Sportsmanship trophy and announce the winner and present the team with the sportsmanship trophy. The Division VP will also announce the age group trophy winners and over all meet results. All 6 places, including team name and points earned should be announced.

## **Prelims**

**Scratch meeting** – At least 30 minutes before the start of the meet, coaches should have all scratches filled out on the scratch form and meet with the clerk of course. The clerk of course should pull the card, marking an S on the card and then forward the card and form to the computer/scoring area. The coach cannot make any event changes at this time i.e.: switch any events, adding a swimmer.

**Officials meeting** – At least 30 minutes before the start of the meet the hosting team should run the officials meeting. All instructions, rules and other information defined by the hosting team should be disseminated to the stroke judges, timers and runners.

**Scoring Table:**

1. **Card markers** – Wait until all heats have been completed to place cards in order of finish by time. The official time is the middle time of the three times listed (if there is not three times, the average of the two times should be used). The middle time should be circled and cards placed in order by time, the place should then be written in RED pen in the bottom left hand corner and circled. In the event of a tie at prelims in places 1st-5th or 1st-7th (dependant on size of championship pool) all swimmers will qualify for championships. If the tie is in the 6th or 8th place the tying swimmers will need to have a swim off. Parent reps should decide on suitable time for the swim off.

Validate computer entries by matching the times on the cards to the computer entries.

Rubber band all cards for the places allowable places 1-9 or 1-7 that will be going on to Championships together with a copy of the results sheet in a bag to go to the hosting team of Championships. Give to parent rep hosting Championships. Hang result sheets in designated area (remember there will be anxious kids and parents waiting for these).

2. **Computer personnel-** Scratch all swimmers designated scratch by the coach. Responsible for the input of the times and producing result sheets and labels for ribbons 7th-12th or 9th-12th. Validate computer entries against the times on the cards to check for any possible mistakes in computer data entry. Produce Team Manager export and Meet Manager backup on a diskette for each team and for Championship meet. Email a back up of the meet results to the Meet Manager person for each team. Print a meet results report to be posted at the next prelim meet.
3. **Ribbon Table** – Place labels 7th-12<sup>th</sup>, or 9th– 12th on ribbons and separate (preferably in a bag). This bag will then go to the next night of prelims or distributed to coach or parent rep if last day/night of prelim. Hang results sheets in designated area.

## **Championships**

**Scratch meeting** – At least 30 minutes before the start of the meet, computer personnel, coaches and the clerk of course should meet to discuss any scratches. These cards should be pulled and marked with an “S” and sent with the computer personnel for updating the heats, the alternate card should be pulled and put into the empty lane and the team of the alternate should be notified.

**Officials meeting** – At least 30 minutes before the start of the meet the hosting team should run the officials meeting. All instructions, rules and other information defined by the hosting team should be disseminated to the stoke judges, timers and runners.

**Sportsmanship Trophy** – This award is to be decided by written votes, casted by the head coach and the Parent rep of each team. All teams should vote for the team that they feel had the most sportsmen like Swimmers, Coaches and Parent rep. Individuals voting should be discouraged to vote for their own team. A tie will be broken by the Division VP. The vote is to be tallied and announced by the Division VP.

**Scoring Table:**

1. **Card markers** – The official time is the middle time of the three times listed (if there is not three times, the average of the two times should be used). The middle time should be circled and cards placed in order by time, the place should then be written in BLACK pen in the middle of the card. In the event of a tie, higher place award will be used and the lower place will not be used. Validate computer entries against the time on the cards.
2. **Computer personnel** – Responsible for the input of the times and producing result sheets for posting and labels for ribbons and/or medals 1st-6th or 1st-8th. Validate computer entries against the time on the card. Produce the Team Manager export for the specific team and the Meet Manager backup of the entire meet on a diskette for each team. Produce a Meet Manager back up for the league computer chairperson. Email a Meet Manager backup of the meet results to the Meet Manager person for each team. Copies of the Team Rankings Report by age group and sex and total team should be included in the bag of ribbons and medals for each team.
3. **Ribbon Table** – Place labels on ribbon/medals and separate for each team. Post results in designated area. 6and under will receive a red/white/blue drape for the 1-3 places they should not be given a place designator medal w/single color drape.
4. Hold **Trophy presentation** at the end of the meet to present scores and all age group trophies, sportsmanship trophy and Championship 1st place traveling trophy, dual meet places should also be announced. Announcements should include all 6 places for the team rankings meet results.