

# MEET OF CHAMPIONS 2011

Here is a list of duties that each team will be required to supply. Please understand that your team will be responsible for supplying these volunteers for the entire meet. It is up to your team how you assign those duties. If you want to have some parents volunteer for part of the meet, and others to take over for them, that's up to your team. We just need a body doing that job from your team. The ready bench job is the ready bench inside lining up the swimmers, not ready bench for your team.

All teams should set up outside. You are expected to clean up (spotless) the area where you are located.

Just so that everyone is aware, the entries are as follows: **8 free, 4 back, 4 breast, 4 fly, 3 IM, 1 free relay, and 1 medley relay**. Relays should be entered with NoTime (NT). Individual events should not have more than a 1 minute seed time excluding IM. Every swimmer should have swum in at least two dual meets. There are no swim-ups in individual events (except for TAGS/Sectional swimmers), but swimmers will be allowed to swim up in relays. Medals are awarded to the top 8 individual swimmers and top 3 relays. The first place finisher and the next fastest swimmers to fill 2 heats from any division will return on Monday for the All Star Meet.

All teams will need to email their meet entries by **Monday, June 20<sup>th</sup> by 8:00pm** (will be verified).

Every team is expected to bring 2 cases of iced down water bottles to MOC on Saturday and 1 case to the All Star Meet on Monday (**Might make this a few teams only for ASM**).

Make sure you have entered all your dual meet scores on the website [www.swimwhale.com](http://www.swimwhale.com) by Monday, June 20<sup>th</sup>.

Events at the MOC are setup in this order

Individual Medley

Free Relay

Medley Relay

Free

Back

Breast

Fly

Scoring Individual Events and Relays are scored:

1<sup>st</sup> - 9 2<sup>nd</sup> - 7 3<sup>rd</sup> - 6 4<sup>th</sup> - 5 5<sup>th</sup> - 4 6<sup>th</sup> - 3 7<sup>th</sup> - 2 8<sup>th</sup> - 1

# Division I

## Meet of Champs Duties

Kyle Cook & Judy El Masri Board Members on Duty

	CRSR	GLST	GTST	SMST	WFST	NUMBER NEEDED
Meet Director		1			1	2
Referee	1		1			2
Starter	1			1		2 each ½ meet
Stroke Judge			1	1	1	3
Touch/Turn Judge	1	1	1	1	1	5
Timers	5	5	5	5	4	24
Head Timer			1		1	2
Runners	1	1		1		3
Ready Bench	1	1	1	1	1	5
Swimmer Communication		1				1
T-shirts Sales					1	1
Medals					1	1
Chick-fil-A sales/Heat sheets	1			1		2
Refreshments			1			1
Computers		1 (w/ comp)			1	2
Circling persons	1		1	1		3
Cold Water 2 cases	1	1	1	1	1	All 2 cases COLD

Each team needs to have one of the following duties.

GLST	Computer	This team is in charge of having the computer/printer at MOC. They will set up the area. They will review the rules with the circling persons. They will oversee the posting/filing of the results. They will print labels and results for each team.
GTST & CRSR Two teams working together	Ready Bench	Be in charge of setting up the ready bench area. They will oversee the ready bench volunteers from each team. This is not your ready bench volunteer above from your team. The communication person will work with this group also.
WFST One team needed	Timers	This team is in charge of setting up the chairs for the timers, taping timer lane assignment to the back of the chairs, holding the meeting with the timers, and making sure that all timers have arrived. If necessary find the team that happens to be missing and get it all straightened out. Throughout the meet you will make sure the system is working well. You will bring 8 clipboards to use throughout the meet.
SMST One team needed	Judges	This team will be responsible for holding the meeting with the stroke and touch/turn judges before the meet along with the referees. They will be in charge of creating the rotation of these judges. Throughout the meet you will make sure that things are running smoothly.

## Division II Meet of Champs Duties

Raquel Zeller & Kristine Robinson Board Members on Duty

	CRHP	BHST	NCST	CRNL	POST	NUMBER NEEDED
Meet Director			1	1		2
Referee		1			1	2
Starter	2					2 each ½ meet
Stroke Judge	1	1	1			3
Touch/Turn Judge	1	1	1	1	1	5
Timers	5	4	5	5	5	24
Head Timer		1			1	2
Runners	1			1	1	3
Ready Bench	1	1	1	1	1	5
Swimmer Communication			1			1
T-shirts Sales		1				1
Medals				1		1
Chick-fil-A/Heat sheet sales	1		1			2
Refreshments					1	1
Computers	1			1		2
Circling Persons		1	1		1	3
Cold Water 2 cases	1	1	1	1	1	All 2 cases

Each team needs to have one of the following duties.

CRNL	Computer	This team is in charge of having the computer/printer at MOC. They will set up the area. They will review the rules with the circling persons. They will oversea the posting/filing of the results. They will print labels and results for each team.
BHST & NCST	Ready Bench	Be in charge of setting up the ready bench area. They will oversea the ready bench volunteers from each team. This is not your ready bench volunteer from above from your team. The communication person will work with this group also.
POST	Timers	This team is in charge of setting up the chairs for the timers, taping timer lane assignment to the back of the chairs, holding the meeting with the timers, and making sure that all timers have arrived. If necessary find the team that happens to be missing and get it all straightened out. Throughout the meet you will make sure the system is working well. You will bring 8 clipboards to use throughout the meet.
CRHP	Judges	This team will be responsible for holding the meeting with the stroke and touch/turn judges before the meet along with the referees. They will be in charge of creating the rotation of these judges. Throughout the meet you will make sure that things are running smoothly.

## Division III Meet of Champs Duties

Jim Turlington, Raquel Zeller & Kristine Robinson Board Members on Duty

	WMST	CRGW	BRST	CSST	CRSW	NUMBER NEEDED
Meet Director		1		1		2
Referee	1		1			2
Starter			1		1	2 each ½ meet
Stroke Judge	1	1		1		3
Touch/Turn Judge	1	1	1	1	1	5
Timers	5	5	4	5	5	24
Head Timer		1	1			2
Runners	1			1	1	3
Ready Bench	1	1	1	1	1	5
Swimmer Communication		1				1
T-shirts Sales			1			1
Medals				1		1
Chick-fil-A/Heat sheet sales	1				1	2
Refreshments					1	1
Computers		1		1		2
Circling Persons	1		1		1	3
Cold Water 2 cases	1	1	1	1	1	All 2 cases

Each team needs to have one of the following duties.

CSST	Computer	This team is in charge of having the computer/printer at MOC. They will set up the area. They will review the rules with the circling persons. They will oversee the posting/filing of the results. They will print labels and results for each team.
CRGW & WMST	Ready Bench	Be in charge of setting up the ready bench area. They will oversee the ready bench volunteers from each team. This is not your ready bench volunteer from above from your team. The communication person will work with this group also.
CRSW	Timers	This team is in charge of setting up the chairs for the timers, taping timer lane assignment to the back of the chairs, holding the meeting with the timers, and making sure that all timers have arrived. If necessary find the team that happens to be missing and get it all straightened out. Throughout the meet you will make sure the system is working well. You will bring 8 clipboards to use throughout the meet.
BRST	Judges	This team will be responsible for holding the meeting with the stroke and touch/turn judges before the meet along with the referees. They will be in charge of creating the rotation of these judges. Throughout the meet you will make sure that things are running smoothly.
_____	Board Member on Duty	

## Division IV Meet of Champs Duties

Sharon Lory & Pat Johnson Board Members on Duty

	CIMST	MPST	LAKER	TIGER	WSST	NUMBER NEEDED
Meet Director			1		1	2
Referee		1		1		2
Starter			1		1	2 Each ½ meet
Stroke Judge	1	1		1		3
Touch/Turn Judge	1	1	1	1	1	4
Timers	5	4	5	5	5	24
Head Timer	1	1				2
Runners	1			1	1	3
Ready Bench	1	1	1	1	1	5
Swimmer Communication		1				1
T-shirts Sales			1			1
Medals					1	1
Chick-fil-A/heat sheet sales	1			1		2
Refreshments		1				1
Computers	1		1			2
Circling Persons		1		1	1	3
Cold Water 2 cases	1	1	1	1	1	All 2 cases

Each team needs to have one of the following duties.

CIMST	Computer	This team is in charge of having the computer/printer at MOC. They will set up the area. They will review the rules with the circling persons. They will oversea the posting/filing of the results. They will print labels and results for each team.
WSST & MPST	Ready Bench	Be in charge of setting up the ready bench area. They will oversea the ready bench volunteers from each team. This is not your ready bench volunteer from above from your team. The communication person will work with this group also.
TIGER	Timers	This team is in charge of setting up the chairs for the timers, taping timer lane assignment to the back of the chairs, holding the meeting with the timers, and making sure that all timers have arrived. If necessary find the team that happens to be missing and get it all straightened out. Throughout the meet you will make sure the system is working well. You will bring 8 clipboards to use throughout the meet.
LAKER	Judges	This team will be responsible for holding the meeting with the stroke and touch/turn judges before the meet along with the referees. They will be in charge of creating the rotation of these judges. Throughout the meet you will make sure that things are running smoothly.

## Division V Meet of Champs Duties

### Diane Foster Board Members on Duty

	BLST	FPST	KWKW	WGST	WCST	FTST	NUMBER NEEDED
Meet Director			1	1			2
Referee	1					1	2
Starter		1			1		2
Stroke Judge	1	1	1				3
Touch/Turn Judge		1	1	1	1	1	5
Timers	4	4	4	4	4	4	24
Head Timer	1			1			2
Runners		1	1		1	1	3 or 4
Ready Bench	1	1	1	1	1	1	6
Swimmer Communication	1						1
T-shirts Sales						1	1
Medals		1					1
Chick-fil-A/heat sheet sales				1	1		2
Refreshments			1				1
Computers				1(w/comp)	1		2
Circling Persons	1		1			1	3 or 4
Cold Water 2 cases	1	1	1	1	1	1	All 2 cases

Each team needs to have one of the following duties.

WGST	Computer	This team is in charge of having the computer/printer at MOC. They will set up the area. They will review the rules with the circling persons. They will oversee the posting/filing of the results. They will print labels and results for each team.
KWKW & BLST	Ready Bench	Be in charge of setting up the ready bench area. They will oversee the ready bench volunteers from each team. This is not your ready bench volunteer from above from your team. The communication person will work with this group also.
FPST	Timers	This team is in charge of setting up the chairs for the timers, taping timer lane assignment to the back of the chairs, holding the meeting with the timers, and making sure that all timers have arrived. If necessary find the team that happens to be missing and get it all straightened out. Throughout the meet you will make sure the system is working well. You will bring 8 clipboards to use throughout the meet.
WCST	Judges & Board Member on Duty	This team will be responsible for holding the meeting with the stroke and touch/turn judges before the meet along with the referees. They will be in charge of creating the rotation of these judges. Throughout the meet you will make sure that things are running smoothly.

# Explanation of Jobs

Meet Directors – Both Meet Directors will stay around middle of pool on each side. Each is responsible for making sure information from Touch Turns and Stroke Judges get to finish end to Head Referee. Mark empty lanes on your heat sheet and disqualifications. **You will be the person that a coach approaches with a protest.**

Referee - The referee is responsible for holding a meeting before the meet begins with all judges and coaches to review meet procedures. The referee cannot disqualify or place swimmers. Cannot over rule a judge, but can make suggestions if you believe they do not understand a rule. If needed, you have the authority to remove/replace any judge or timer. The referee will be at the finish line to observe the finish and check with stroke and touch/turn judges for disqualifications. Keep the meet running smoothly and quickly.

Starter - The starter will be responsible for charging false starts to swimmers. The starter will use a starting device, and only whistle in the event of a device failure. An individual's second false start shall result in disqualification, except for 6 & under events.

Stroke and Touch Turn Judge – You will be rotating every 15 minutes and will be able to sit out for 15 minutes then work one hour.

Timers – Bring your own stopwatches with your team name on them. Each timer should have one stopwatch and head timers should have two stopwatches. The chairs will be marked as to which lanes you will be timing. Timers must get up out of their chairs to see the touch on all finishes. Pencils will be furnished.

Runner – Runners will pick up timer sheets after EACH EVENT (for example, after all girls 6&under swim free) and bring to computer area. They will also post results and run results to Meet Director and Medals.

Refreshments – Serve water from ice chests for officials and timers working.

Ready Bench – One person from each team is required to have the kids lined up and ready for their race. If canopies for that area are necessary then please try to arrange. We will need one person to be at the door not letting in age groups too far ahead of what is being lined up

Swimmer Communication – Person with a flip chart showing what age group is currently lining up. If you have a loud speaker type piece of equipment please arrange to bring it.

T-shirts – The shirts will be at the MOC for you to sell. (In 2010 pre-orders were taken and you had to fill their order.) You will set up a table and sell them during the entire meet. You will be given a cash box with change in it. You are responsible for delivering the money to the assigned person. This assignment will be inside the box the day of the event.

Medals – You will supply the paper bags (large brown grocery bags). Bring a sharpie marker, and medals.

After results are printed, you are required to put the appropriate medal into the team bags. Please make sure the medals are distributed correctly because the kids will be heartbroken when they are not received at their parties.

**RELAYS ARE ONLY AWARDED 1<sup>ST</sup> THROUGH 3<sup>RD</sup> PLACES.**

**INDIVIDUAL EVENTS ARE AWARDED 1<sup>ST</sup> THROUGH 8<sup>TH</sup> PLACE.**

Chick-fil-A & Heat Sheet Sales – You are responsible for selling ChickFilA all day. There are two teams to do this job. You will be given a cash box with a little change in it. After the meet you are responsible for delivering the money to the assigned person. This assignment will be inside the box the day of the event.

Computers – All supplies will be furnished.

Circling Persons – These people will follow the league rules outlined in the rules and procedures.

- a. Circle the middle time
- b. If two of the times are the same, take that time.
- c. If there are only two times, average the two.
- d. If there is only one time, take that time.
- e. If one of the times is one second faster or slower, drop that time and average the other two.

Water – Each team is responsible for bringing two (2) cases of bottled water on ice to the MOC. Please ice these water bottles down in a cooler and have them at your meets.