

Regular Season Meet Guidelines

Home Team Responsibilities

Supplies and Equipment:

1. Computer, printer, paper, and labels
2. All stroke and finish judge slips
3. Ribbons
4. 10 Clipboards
5. Pens, pencils, paperclips
6. Meet setup and tear-down: Clerk of Course benches, blocks, backstroke flags, and lane numbers
7. Heat sheets (2 column, duplexed, stapled) provided for meet directors, coaches, clerk of course, stroke judges, starter judge, scoring table, ribbon table, and bull pens (45 – 50 copies total depending on team sizes).
8. Timer sheets: 3 sets with one event per page with result line, and appropriate lanes highlighted.
9. Eight stopwatches
10. Starting System

Worker

1. Scorer: seeds the meet, prints heat sheets, timer sheets, and scores meet. Responsible for examining the seeded meet for any discrepancies or problems with the seeding. Ribbon labels will be printed for relays first three finishes and individual events first through eighth place.
2. Meet director
3. 8 Timers: 6 timers and 2 head timers
4. 1 stroke judge and 2 finish judges
5. Starter
6. Clerk of Course
7. Runner
8. Ribbon Sticker (Relays: 1st through 3rd place; Individual: 1st through 8th place)
9. Bullpen parents
10. Heat ribbon distributor

Visiting Team Responsibilities

Supplies and Equipment:

1. Entry disk to home team by 5:00 PM day prior to the meet.
2. 7 stopwatches

Regular Season Meet Guidelines

Worker

1. Meet director
2. Scorer
3. 7 Timers: 6 timers and 1 head timer
4. 1 stroke judge and 2 finish judges
5. Clerk of Course
6. Runner
7. Ribbon writer
8. Bullpen parents