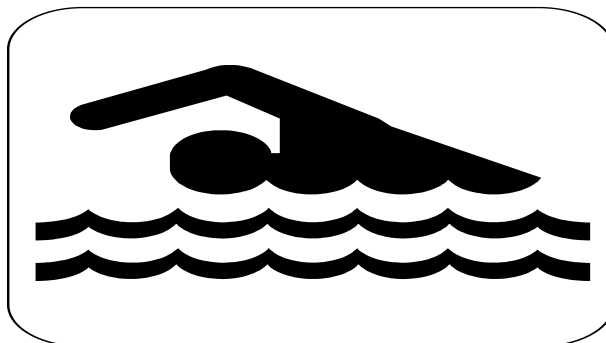




**WESTERN VALLEY
OUTDOOR
SWIM MEETS
&
PROVINCIAL SWIM MEET
POLICY MANUAL**



Amended December, 2008
Amended January, 2012
Amended January, 2015
Amended January 2017

Amended June 2017
Amended January 2018
Amended April 2018
Amended June 2022

Amended May 2023

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The Western Valley Recreation Association Inc schedules the Western Valley Outdoor Swim Meets and the Provincial Swim Meet.

The association is a voluntary organization committed to the development of recreation services in the Western Valley Region, encompassing communities from Nackawic to Grand Falls. Membership is open to professional recreationists throughout this region.

The policies and guidelines contained in this document have been adopted by the Western Valley Recreation Association Inc. as the official policy manual for the operation and administration of the Western Valley Outdoors Swim Meets and the Provincial Swim Meet. **It is MANDATORY for each community in the Western Valley Region participating in the swim meets, send their coach(s) to a meeting to be held before the first swim meet, so we can go over the policy manual.**

PARTICIPATION

Western Valley Outdoor Swim Meets

- Any community within the geographic areas of the Western Valley Region, having an outdoor/**Indoor** pool with a **Summer** swim team may enter a team for each swim meet. Each community **strongly recommended to** register for each swim meet throughout the summer.
- Host community has option to invite other communities.
- **DICIPLINARY ACTION:** if a team/host community does not follow the **WESTERN VALLEY OUTDOOR SWIM MEETS & PROVINCIAL SWIM MEET POLICY MANUAL**, they will be put on a one-year probationary period without hosting a meet. To get back into good standing, they will have to show that they will abide by the rules the following year. If not, the said team/host will be dismissed for the upcoming year. If they want to get back into the meet rotation, they need to send a letter to the WVRA board by end off April.

Provincial Swim Meet

- Is open to individual community teams and/or regional teams(s) comprised of a group of communities representing your region (recommended by running a qualifying swim meet).
- **Only teams from New Brunswick are permitted to swim at the Provincial swim meet.**
- **The Western Valley Team consists of Member and Associate Members in good standing as outlined in the WVRA Constitution. Swimmers cannot swim in a qualifying event if their current team is already registered for Provincials.**
- **If a regional team wishes to compete at the Provincial meet, they must host a qualifying event* prior to the Provincial Swim meet. o *Qualifying event**

means participants gather at a hosted swim event and compete for the top swimming positions to represent as a regional team.

MEET SCHEDULES

Western Valley Outdoor Swim Meets

- At the April meeting of the Western Valley Recreation Association Inc., a summer schedule for swim meets will be decided on. Each community will have a chance to host a community meet, qualifying meet and/or provincials on a rotating basis (due to the many outdoor pools and not enough weekends in the summer).
- **Cancellations and/or delays: Swim meets will be canceled due to the following:**
 - a) **Pool Evacuation Policy – Thunder & Lightning Storm**
 - **30 x 30 Rule:** If it takes less than 30 seconds to hear thunder after seeing the flash, lightning is near enough to pose a threat. Evacuate all persons from the pool & ensure their safety. Wait 30 minutes from the last sign of thunder & lightning and reassess the situation. If weather conditions have not change, wait another 30 minutes to reassess. If conditions are clear, you may allow people back into the pool. Please record the times that weather assessments were completed & details surrounding the decisions.
 - b) **Rain:** if it is heavily raining and you cannot see the bottom of the pool, then meets will be delayed until the situation is safe again.
 - c) **Contacts:** we will have all the coaches' cell numbers, so we can directly contact them to cancel.

Provincial Swim Meet

- The Western Valley Recreation Association has the authority to allow any outside communities to host the NB Invitational (Provincial) Outdoor Swim Meet, for one year. A letter of request must be submitted to the Western Valley Recreation Association's November meeting, stating the following: (a) size of pool (length X width); (b) depth of pool (shallow end & deep end); (c) any previous meets held in your area; (d) accommodations for outside teams; **are at their own responsibility** (e) organizing committee; (f) number of lanes & lane markers; (g) starting blocks; (h) any other pertinent information.
- **Diving Blocks – The minimum pool depth of 1.35 m (4.43 ft) extending from 1 m (3.28 ft) to 6 m (19.68 ft) from the end wall where starting platforms are installed shall only apply to new pools beginning construction after December 31, 2002 in Canada. For pools already constructed before that date, the minimum depth requirement shall remain at 1.2 m (3.94 ft) from 1 m (3.28 ft) to 5 m (16.40 ft) out from the end wall as stated in the 1998**

rulebook. This shall be placed in the deep end. Diving blocks is installed in the deep end of the pool. No diving allowed in the shallow end of the pool.

- If a community receives permission, policy and guidelines from the association will be forward to the community.
- The Provincial Swim Meet must be held the third weekend in August.
- The host community then must follow the guidelines set by the Western Valley Outdoor Swim Meets and Provincial Swim Meet Policy Manual. Two members of the WVRA shall sit on the host committee to ensure the swim policy is followed.

EVENTS AND CATEGORIES OF PLAY

- ↳ Each swimmer is allowed to swim in three individual events and up to three relays. Each meet should have 75 events. (See appendix 1)
- ↳ Proof of age is not required in advance, but is on the ***honor system***. However, swimmers shall be required to show proof of age at the competition. Proven violations of age restriction will result in disqualification from each event the swimmer took part in.
- ↳ Each community swim coach is responsible for ensuring his/her swimmers meet the specified age requirements↳ scheduling for all meets are designed to complete the meets in one-day of competition.

RULES OF PLAY

- Each swimmer is allowed to swim in three individual events and up to three relays. **For the Qualifying Meet, Individual events can change from 3 to 5 events. The 5 individual events will be honored if there are less than 4 teams or under at the meet. (It will be at the discretion of the host team) ie. Size of teams or a 5th team that may be very small.**
- Eight and under swimmers will not be disqualified for strokes **(They do need to be trying to perform the stroke swimming)** or touches because they are in the early development stage of competitive swimming. **Under 8 points will not count in the meet – Change 2014. We will still give 8 & under ribbons but points will not be accumulated for the overall team point standings.**
- Ten and under swimmers will be given warnings for improper strokes for the first two local meets. This allows the coach and swimmer ample time for corrections to be made. The third local meet, the 10 & under age category will be subject to disqualification.
- Eleven & older swimmers will be subject to disqualification at all meets.

- Swimmers will be placed in the appropriate age categories of each meet by their age.
- There will be three swimmers per individual events and two teams per each relay event.
- **Goggles:** Full face goggles (i.e.: Snorkel goggles) (and/or goggles that cover your nose) are NOT permitted.
- Timers can not disqualify the swimmers. If a swimmer is disqualified, they must be told directly by the stroke judge. **Therefore, the only person allowed to disqualify a swimmer is the STROKE JUDGE.**
- A swimmer registered with SNB or SNC will not be eligible to compete in the outdoor season immediately following his/her winter training **unless** the swimmer signs up for the 10 week winter program (September/October – December of each year) with the Woodstock Winter Swim Club (and or any other winter swim club) and as long as they **do not** attend winter swim meets, they will be allowed to swim with their summer swim teams. (Note: the swimmer that signs up with this 10 week program, will be register with SNB, **but cannot participate in a winter swim meet;** because if they do, they will not be allowed to swim in our summer meets as they will be declared a winter swimmer: therefore
- 1 complete season off from winter swimming **before they can participate with our summer swim meets.**
- The IM has the order of fly, back, breast, free. The relay medley has the order of back, breast, fly, free. Co-ed relays must have alternate **gender** swimmers.
- Swimmers should remain in their lane until the completion of the heat as a courtesy to other swimmers **except relays (Last swimmer stays in until all races are done)**
- **There is no diving permitted in the shallow end for any level of swim.**
- **A swimmer may move up to the next age level.**
- **A Swimmer is only allowed to compete in one heat per event (i.e. Swimmer cannot compete in 8 & under girls freestyle relay (Heat 1) and then go and swim the same event (8 & under girls freestyle relay) in Heat 2**
- Everyone should have **FUN!**
- **Warm-up will be 8:00-8:20 a.m. Official swim meet will begin at 8:30 a.m.**

- Coaches meeting: you should allow for 20-30 minutes for additions and/or cancellations of swimmers. **NOTE:** Please give out all pertinent information concerning the procedures of the swim meet.
- **Backstroke Turn Indicators:** Flagged ropes shall be suspended across the pool, 1.8 meters above the water surface, from fixed standards placed 5 meters from each end walls.
- **Backstroke Events:**
 - a) NO hand signals allowed by anyone. (I.e. Coach; timers, etc.)
 - b) Flutter boards will be used by a designated person assigned by the coach for protecting the swimmers head from contacting the pool wall. (ONLY FOR 10 & under age groups).
- NO swimmer is allowed to swim for another swim team or community team once they have registered at the start of the season. If they want to switch teams, a written letter asking permission and stating the reason must be submitted to the WVRA, at least 72 hours (Wednesday at 9am) before the next swim meet. WVRA will make the necessary decision, based on the request.
- Swimmers must be able to swim one length of the pool unassisted. Swim coaches are not permitted in the pool to assist with swimmers.
- **Para-Swimmers – Under Swimming Canada - Para-swimming is Swimming Canada's fully integrated swimming program for persons with a disability from grassroots to elite. Para-swimming combines a broad range of disabilities into three categories:**
 - 1) **Functional disabilities - Amputees/Dysmelic; cerebral palsy/head injury; spinal cord injury/polio; dwarfism. Others (Major joint restrictions, coordination restriction, limb paralysis/weakness)**
 - 2) **Visual disabilities - Blind; visually impaired**
 - 3) **Intellectual Disabilities**

Individuals who fall under one of these categories will swim with their age level but will receive separate points and ribbons for their performance.
- **No swimmer is allowed to swim for another community for individual events and/or relay events. If this happens, disqualifications from both communities and points will not be awarded. If the District of Carleton North decided to put two or three teams in, they have to go under their name of the pool they swim with (ie: Centreville Pool, Bath Pool and Florenceville-Bristol Pool. If they decide to only put in one swim team, it will be under the name of District of Carleton North.**
- **All pools supervisors and/or swim coaches must attend an orientation meeting before the first swim meet. This will be put on by the Western Valley Recreation Association.**

- **At the Western Valley Qualifying Swim Meet – swimmers attending this meet must have the intention of going to Provincials. This causes a lot of problem when they do not go. A community will be fined \$20 per child who does not go to the provincials without just cause.**

VENUE/EVENT ADMINISTRATION

The host community will provide as many adequate officials as possible on a voluntary basis. **Volunteers helping out in the following positions, ARE NOT allowed to swim during this meet.** Following are the requirements needed for the officials:

A) Starter

- There needs to be one starter for a meet. The orders of the call for events are:
 - ✓ Swimmers up
 - ✓ Take your mark
 - ✓ 'GO'
- Starter may use a whistle or starter gun to start the swimmers.
- If there is a false start, he/she is to blow the whistle twice signaling a false start. This should be the only job for the starter. They cannot disqualify a swimmer for that is the job of the stroke judge.

B) False start line and runners

- The person at the false start line may alternate with runners to give each a break. Overall there a total of 3 (2 runners and one at the false start line). The false start holds the rope up as the swimmers go by and listen for the starter to signal a false start by blowing the whistle twice.
- The runners take the card from the swimmer and deliver the card to the timers. After the completion of the event, the filled in card is handed to the "Tabulation Table".

C) Timers

- Timers should be no younger than 15 and not involved in the meet. Timers are not there to socialize but to listen for whistle to start time. They then wait until the swimmer touches before stopping time. When three timers are used, take the middle time. When two timers are used, average the time.

D) Touch Judge

- Their job is to make sure swimmers touch the right way during the swim

- a) *Breast stroke* - Two hand touch (simultaneously at, above or below the water level)
- b) *Butterfly* - Two hand touch (simultaneously at, above or below the water level)
- c) *Front and back* -
 - Front: some part of the swimmer must touch the wall
 - Back: some part of the swimmer must touch the wall. Swimmers must finish the race while on their back.
 - At the end of each heat, the touch judge will state who came in 1st, 2nd, 3rd.

E) Stroke Judge

- The stroke judge follows swimmers as they move; checking each stroke to make sure this is done properly. The stroke judge is not stationary when judging.

F) Marshalling

- There should be at least two to four working in this area. One handing event cards out, the other checking heats and lanes, making sure each heat get their proper lane. The marshal should be over sixteen and able to deal with many people at once.

G) Scorers

- There should be at least three people behind the scenes. They tally the scores, determine placement of swimmers and find out who the top swimmers are.

H) Announcer

- The announcer should have a microphone so the swimmer will hear their events. Announcer should call each event three times.

RULES GOVERNING SWIM STROKES

◆ Freestyle:

- May swim any style except in IM or medley relay events when freestyle means any style other than back, breast, or butter. Some part of the swimmer must touch the wall upon completion of each length and at the finish.

◆ Backstroke:

- Start in the water facing starting end, handhold-starting grips; feet must remain totally submerged. The body may roll up to but not including a 90% angle. A maximum underwater swim of 15m is permitted at the start and after each turn. By that point the swimmers head must break the surface. During the turn, the shoulders may be turned after which a single or simultaneous double arm pull

may be used to initiate the turn. Once the body is on the front there will be no kick or arm pull that is additional to the previously mentioned action. The swimmer must have returned to their back on leaving the wall. Some part of the swimmer's body must touch the wall.

◆ **Breaststroke:**

- Body must remain on the same horizontal plane except when turning.
- Pull must be simultaneous and not past hips.
- Kick must be a simultaneous **WHIP**.
- At each turn and finish the touch shall be made with both hands simultaneous at, above or below the water level.
- At the start and on each turn the arms may be pulled completely back to the legs and one leg kick is allowed while body is totally submerged. The head must break the surface before the hands turn inward at the widest part of the second pull.
- Shoulders remain in the horizontal plane until the touch has been made.
- During each complete cycle of one arm stroke and one leg kick, in that order; some part of the swimmers head shall break the surface of the water, except after the start and after each turn.

◆ **Butterfly:**

- Must stay on front with arm and leg action simultaneous. The touch is simultaneous (at, above or below the water level). At the start and turns, a swimmer is permitted one or more kicks and one arm pull, which must bring them to the surface. The breast stroke kicking movement is not permitted in Butterfly.
- Disqualifications: Swimmers will be disqualified if he/she touches the bottom of the pool at any time of swim
- A Swimmer will be disqualified in a race if he/she grabs on to the lanes.

AWARDS AND POINT SYSTEM

- Point system for each swim meets is:

Individual Events

1st – 7pts
 2nd – 5pts
 3rd – 4pts
 4th – 3pts
 5th – 2pts
 6th – 1pt

Relay Events

1st – 7pts
 2nd – 5pts
 3rd – 4pts
 4th – 3pts
 5th – 2pts
 6th – 1pt

- The host of each swim meet shall provide ribbons for 1st, 2nd, and 3rd place in each event, with relay events needing ribbons for each swimmer (4). In addition, each

community should provide a trophy **or item (towel, etc.)** for the overall male and female swimmer for each age category. For provincial swim meets, the host community must provide 1st, 2nd, and 3rd place ribbons.

- In case of ties, points will be determined by adding the placements together and dividing by two.

REGISTRATION DEADLINES

- Registrations for each meet are to be sent to the host community at least three days before the scheduled meet.
- At the time of the meet, each community should have a chance to add or delete swimmers from the events. This is done during the coaches meeting

PROTESTS

- All protest is done during the meet and the stroke judge has the final say.

FINANCES

Western Valley Swim Meets

- In order to maintain consistency at swim meets, WVRA will find a stroke judge for all meets. WVRA will bill each host meet \$125 to cover the cost of the stroke judge honorarium and WVRA will pay the mileage.

Provincial Swim Meet

- Each team must pay a \$2.00 fee per swimmer to the host community. Recommend asking teams how many swimmers they will be sending to the provincial meet so invoices can be ready prior to meet. Invoice for the Western Valley Team will be made out to WVRA.
- In order to maintain consistency at swim meets, it is recommended that the stroke judge being utilized throughout the summer at the Western Valley Swim Meets.

MEDIA COVERAGE

- Each host community will plan and organized their own media campaign.



WESTERN VALLEY SWIM MEETS/PROV. SWIM MEET SCHEDULE OF EVENTS

<ol style="list-style-type: none"> 1. 8 & under girls Freestyle 2. 8 & under boys Freestyle 3. 9 & 10 girls Freestyle 4. 9 & 10 boys Freestyle 5. 11 & 12 girls Freestyle 6. 11 & 12 boys Freestyle 7. 13 & 14 girls Freestyle 8. 13 & 14 boys Freestyle 9. 15 to 19 girls Freestyle 10. 15 to 19 boys Freestyle 11. 8 & under girls Back crawl 12. 8 & under boys Back crawl 13. 9 & 10 girls Back crawl 14. 9 & 10 boys Back crawl 15. 11 & 12 girls Back crawl 16. 11 & 12 boys Back crawl 17. 13 & 14 girls Back crawl 18. 13 & 14 boys Back crawl 19. 15 to 19 girls Back crawl 20. 15 to 19 boys Back crawl 21. 8 & under girls Breaststroke 22. 8 & under boys Breaststroke 23. 9 & 10 girls Breaststroke 24. 9 & 10 boys Breaststroke 25. 11 & 12 girls Breaststroke 26. 11 & 12 boys Breaststroke 27. 13 & 14 girls Breaststroke 28. 13 & 14 boys Breaststroke 29. 15 to 19 girls Breaststroke 30. 15 to 19 boys Breaststroke 31. 8 & under girls Butterfly 32. 8 & under boys Butterfly 33. 9 & 10 girls Butterfly 34. 9 & 10 boys Butterfly 35. 11 & 12 girls Butterfly 36. 11 & 12 boys Butterfly 37. 13 & 14 girls Butterfly 38. 13 & 14 boys Butterfly 39. 15 to 19 girls Butterfly 40. 15 to 19 boys Butterfly 41. 8 & under girls Individual Medley 	<ol style="list-style-type: none"> 42. 8 & under boys Individual Medley 43. 9 & 10 girls Individual Medley 44. 9 & 10 boys Individual Medley 45. 11 & 12 girls Individual Medley 46. 11 & 12 boys Individual Medley 47. 13 & 14 girls Individual Medley 48. 13 & 14 boys Individual Medley 49. 15 to 19 girls Individual Medley 50. 15 to 19 girls Individual Medley 51. 8 & under girls Freestyle Relay 52. 8 & under boys Freestyle Relay 53. 9 & 10 girls Freestyle Relay 54. 9 & 10 boys Freestyle Relay 55. 11 & 12 girls Freestyle Relay 56. 11 & 12 boys Freestyle Relay 57. 13 & 14 girls Freestyle Relay 58. 13 & 14 boys Freestyle Relay 59. 15 to 19 girls Freestyle Relay 60. 15 to 19 boys Freestyle Relay 61. 8 & under girls Medley Relay 62. 8 & under boys Medley Relay 63. 9 & 10 girls Medley Relay 64. 9 & 10 boys Medley Relay 65. 11 & 12 girls Medley Relay 66. 11 & 12 boys Medley Relay 67. 13 & 14 girls Medley Relay 68. 13 & 14 boys Medley Relay 69. 15 to 19 girls Medley Relay 70. 15 to 19 boys Medley Relay 71. 8 & under co-ed Medley Relay 72. 9 & 10 co-ed Medley Relay 73. 11 & 12 co-ed Medley Relay 74. 13 & 14 co-ed Medley Relay 75. 15 to 19 co-ed Medley Relay
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**WESTERN VALLEY SWIM MEETS/PROV. SWIM MEET
MASTER SCORE SHEET**

COMMUNITY MEET: _____

EVENT:	COMMUNITY NAME							
1. 8 & under girls Freestyle								
2. 8 & under boys Freestyle								
3. 9 & 10 girls Freestyle								
4. 9 & 10 boys Freestyle								
5. 11 & 12 girls Freestyle								
6. 11 & 12 boys Freestyle								
7. 13 & 14 girls Freestyle								
8. 13 & 14 boys Freestyle								
9. 15 to 19 girls Freestyle								
10. 15 to 19 boys Freestyle								
TOTAL								
11. 8 & under girls Backstroke								
12. 8 & under boys Backstroke								
13. 9 & 10 girls Backstroke								
14. 9 & 10 boys Backstroke								
15. 11 & 12 girls Backstroke								
16. 11 & 12 boys Backstroke								
17. 13 & 14 girls Backstroke								
18. 13 & 14 boys Backstroke								
19. 15 to 19 girls Backstroke								
20. 15 to 19 boys Backstroke								
TOTAL								
21. 8 & under girls Breaststroke								
22. 8 & under boys Breaststroke								
23. 9 & 10 girls Breaststroke								
24. 9 & 10 boys Breaststroke								
25. 11 & 12 girls Breaststroke								
26. 11 & 12 boys Breaststroke								
27. 13 & 14 girls Breaststroke								
28. 13 & 14 boys Breaststroke								
29. 15 to 19 girls Breaststroke								
30. 15 to 19 boys Breaststroke								
TOTAL								



EVENT:			COMMUNITY NAME					
TOTAL 1 - 30								
31. 8 & under girls	Butterfly							
32. 8 & under boys	Butterfly							
33. 9 & 10 girls	Butterfly							
34. 9 & 10 boys	Butterfly							
35. 11 & 12 girls	Butterfly							
36. 11 & 12 boys	Butterfly							
37. 13 & 14 girls	Butterfly							
38. 13 & 14 boys	Butterfly							
39. 15 to 19 girls	Butterfly							
40. 15 to 19 boys	Butterfly							
TOTAL								
41. 8 & under girls	Individual Medley							
42. 8 & under boys	Individual Medley							
43. 9 & 10 girls	Individual Medley							
44. 9 & 10 boys	Individual Medley							
45. 11 & 12 girls	Individual Medley							
46. 11 & 12 boys	Individual Medley							
47. 13 & 14 girls	Individual Medley							
48. 13 & 14 boys	Individual Medley							
49. 15 to 19 girls	Individual Medley							
50. 15 to 19 boys	Individual Medley							
TOTAL								
51. 8 & under girls	Freestyle Relay							
52. 8 & under boys	Freestyle Relay							
53. 9 & 10 girls	Freestyle Relay							
54. 9 & 10 boys	Freestyle Relay							
55. 11 & 12 girls	Freestyle Relay							
56. 11 & 12 boys	Freestyle Relay							
57. 13 & 14 girls	Freestyle Relay							
58. 13 & 14 boys	Freestyle Relay							
59. 15 to 19 girls	Freestyle Relay							
60. 15 to 19 boys	Freestyle Relay							
TOTAL								



	COMMUNITY NAME							
EVENT:								
TOTAL 30 - 60								
61. 8 & under girls Medley Relay								
62. 8 & under boys Medley Relay								
63. 9 & 10 girls Medley Relay								
64. 9 & 10 boys Medley Relay								
65. 11 & 12 girls Medley Relay								
66. 11 & 12 boys Medley Relay								
67. 13 & 14 girls Medley Relay								
68. 13 & 14 boys Medley Relay								
69. 15 to 19 girls Medley Relay								
70. 15 to 19 boys Medley Relay								
TOTAL								
71. 8 & under co-ed Medley Relay								
72. 9 & 10 co-ed Medley Relay								
73. 11 & 12 co-ed Medley Relay								
74. 13 & 14 co-ed Medley Relay								
75. 15 to 19 co-ed Medley Relay								
GRAND TOTAL								



APPENDIX C

WESTERN VALLEY SWIM MEETS/PROV. SWIM MEET
INDIVIDUAL EVENT RESULTS

_____ age _____ girl/boy _____ stroke EVENT #: _____

	NAME	TEAM	TIME	POINTS
1.				
2.				
3.				
4.				
5.				
6.				

_____ age _____ girl/boy _____ stroke EVENT #: _____

	NAME	TEAM	TIME	POINTS
1.				
2.				
3.				
4.				
5.				
6.				



**WESTERN VALLEY SWIM MEETS/PROV. SWIM MEET
INDIVIDUAL HIGH POINT STANDINGS**

GIRLS

AGE CATEGORY: _____

<i>NAME</i>	<i>TEAM</i>
1.	
2.	
3.	

BOYS

AGE CATEGORY: _____

<i>NAME</i>	<i>TEAM</i>
1.	
2.	
3.	



APPENDIX E

WESTERN VALLEY SWIM MEETS/PROV. SWIM MEET
RELAY EVENT RESULTS

_____ age _____ girl/boy _____ stroke EVENT #: _____

	<i>TEAM</i>	<i>TIME</i>	<i>POINTS</i>
1.			
2.			
3.			
4.			
5.			
6.			

_____ age _____ girl/boy _____ stroke EVENT #: _____

	<i>TEAM</i>	<i>TIME</i>	<i>POINTS</i>
1.			
2.			
3.			
4.			
5.			
6.			



TIPS AND SUGGESTIONS FOR ORGANIZING A SWIM MEET

When planning a Swim Meet, you need patience more than anything. Making a list of everything you need to do and taking it to your supervisor/recreation director is a good idea. Anything the Town is paying for, be sure to ask permission first. If you are unsure about anything, ask questions.

- NOTE: Some of these guidelines may vary depending on each community pool.

PRE-MEET ORGANIZING

1 Month Before Meet:

- Borrow/rent a sound system - test it out before.
- Order ribbons - 1st, 2nd, 3rd for each category. Remember that there are four 1st, 2nd, and 3rd ribbons for the relays. **Western Valley meets, ribbons can be purchase through our regional consultant, 325-4650.**
- Order trophies or medals for Overall High Point. Each age category - boys and girls - are needed.
- Send sponsor letters out.
- Type up a list of events (an example is located in the back).
- Type a cover letter to send out to each pool you are inviting. Include all the information the coach will need to know before attending your swim meet such as date, time of coaches' meeting, time of warm-up, time of meet, if canteen services will be available, number of relays that each swimmer is allowed to swim in and the number of relays a team is allowed per event. Also include event sheets to register each swimmer.
- Start calling volunteers to work. Parents and family of the swim team are good people to ask. The volunteers should be responsible and mature. If not, you are asking for a long and stressful day.

2 - 3 Weeks Before Meet:

- Count stop watches and ask invited pools to bring some. There should be 2 watches per lane, with a couple extra on hand.
- Test starting blocks.
- Fax out letter and registration to the invited teams.

The Day Before The Meet:

You may need to cancel night swim to prepare for the meet, so there must be a sign posted. A list should be posted on the table in the pool hut of jobs needed to be done and then checked off when completed. The pool should be cleaned.

- Everything should be ready to set up from the “Week Before List”.
- Call volunteers (done by coaches) - bring water, snack, and possible rain wear.
- Clipboards with plastic and pens hung with string ready.
- All events should be recorded on the cards and organized in the recipe boxes for the marshalling area.
- Put up false start ropes. Use the red metal rod that pulls up the concrete blocks, stick it in second one from the blocks. Attach a rope to it and the person holds on to the other end, sitting in a chair.
- Stopwatches should be checked and in working order - 12 or more.
- The signs should be posted in the indoor areas. Leave the outdoor ones until that morning.
- The chips and juice boxes should have already been picked up and the juice in coolers.
- Put in the lane ropes.
- Put up the back crawl flags.
- Put blocks in.
- Pick up picnic tables (this should be done before that night if possible) and set them up for the teams.
- Pick up benches for the marshalling table (4-5) and set them up.
- Set up a table for the marshalling area with two chairs.
- Pick up green bleachers from the school.
- Set up ribbon tables. There should be three tables lined up with chairs.
- Take off the diving board and put it in the gate where the propane tank is.
- Move garbage cans from ball diamond and school. Place them on the corners off the fence outside the pool, one for recycling and one for garbage.
- Organize sheets, ribbons, medals, etc. for the tables.
- There should be extra recipe cards, list of events, pens and sheets for ribbon table.

The Day of the Meet:

The coaches should be there an hour before the volunteers. The volunteers should be there a half hour before the coaches’ meeting. One coach will stay with the team, while the other manages the meet.

- Signs should be put up.
- Set up speaker system.

- Set solar blankets and stairs outside the fence.
- Tie the main gate back for entrances.
- If suspecting rain, there should be a shelter for the speaker system and marshalling area.
- When all volunteers have arrived, explain their job.
- Hand out stop watches, pens, and clipboards to timers.
- Whistle or gun to the starter.
- The touch judge needs a black marker.
- The stroke and touch judge will have to be qualified lifeguards.
- Do any other odds and ends.

The Coaches' Meeting:

This should be held in the pool hut. Have a list of things you want to say, such as:

- ◇ Rules you are following;
- ◇ Who the stroke judge is;
- ◇ The number of relays per swimmer and per event (see policy);
- ◇ The general outline of the meet;
- ◇ Expectations of their swimmers (general rules);
- ◇ Where they can get food;
- ◇ Your point system;

Anything else that is important. Be prepared for criticism and try to be as mannerly as possible. Make sure you thank them for coming and wish their team luck.

Warm-Up:

- ☞ Swimmers can get in the water for 20-30 minutes for warm-up. There should be a guard on a chair and a couple on the ground.
- ☞ When warm-up is over, start calling the first event. Ribbons will be tallied up during the meet. Pass out juice boxes to teams and volunteers. Make sure to relieve the workers. Do not forget to call out team points as the meet progresses. Supply them with lunch and have 15 minute break.
- ☞ When the meet is done, call all teams inside the fence and pass out the ribbons. They should be written up and in their event envelope. Then hand out individual medals or trophies (if 2 people win, give it to the kid who lives farthest away and order another one). Then announce the team with the most points. The staff can start cleaning up during this. Don't forget to thank everyone. Get all watches, clipboards, etc. back.
- ☞ When everything is done, do a triathlon! ! ! (Just kidding) Return everything you borrowed and clean up. Keep records in case there is a problem.



**OUTDOOR SWIM MEET
REGISTRATION FORM**

DATE OF MEET: _____

Name of Team: _____

Coach Name: _____

Phone Number: _____

Event 1: 8 & under girls freestyle

- 1. _____
- 2. _____
- 3. _____

Event 2: 8 & under boys freestyle

- 1. _____
- 2. _____
- 3. _____

Event 3: 9 & 10 girls freestyle

- 1. _____
- 2. _____
- 3. _____

Event 4: 9 & 10 boys freestyle

- 1. _____
- 2. _____
- 3. _____

Event 5: 11 & 12 girls freestyle

- 1. _____
- 2. _____
- 3. _____

Event 6: 11 & 12 boys freestyle

- 1. _____
- 2. _____
- 3. _____

Event 7: 13 & 14 girls freestyle

- 1. _____
- 2. _____
- 3. _____

Event 8: 13 & 14 boys freestyle

- 1. _____
- 2. _____
- 3. _____

Event 9: 15 to 19 girls freestyle

- 1. _____
- 2. _____
- 3. _____

Event 10: 15 to 19 boys freestyle

- 1. _____
- 2. _____
- 3. _____

Event 11: 8 & under girls back crawl

- 1. _____
- 2. _____
- 3. _____

Event 12: 8 & under boys back crawl

- 1. _____
- 2. _____
- 3. _____

Event 13: 9 & 10 girls back crawl

- 1. _____
- 2. _____
- 3. _____

Event 14: 9 & 10 boys back crawl

- 1. _____
- 2. _____
- 3. _____

Event 15: 11 & 12 girls back crawl

- 1. _____
- 2. _____
- 3. _____

Event 16: 11 & 12 boys back crawl

- 1. _____
- 2. _____
- 3. _____



OUTDOOR SWIM MEET
REGISTRATION FORM

DATE OF MEET: _____

Name of Team: _____

Coach Name: _____

Phone Number: _____

Event 17: 13 & 14 girls back crawl

- 1. _____
- 2. _____
- 3. _____

Event 18: 13 & 14 boys back crawl

- 1. _____
- 2. _____
- 3. _____

Event 19: 15 to 19 girls back crawl

- 1. _____
- 2. _____
- 3. _____

Event 20: 15 to 19 boys back crawl

- 1. _____
- 2. _____
- 3. _____

Event 21: 8 & under girls breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 22: 8 & under boys breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 23: 9 & 10 girls breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 24: 9 & 10 boys breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 25: 11 & 12 girls breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 26: 11 & 12 boys breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 27: 13 & 14 girls breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 28: 13 & 14 boys breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 29: 15 to 19 girls breast stroke

- 1. _____
- 2. _____
- 3. _____

Event 30: 15 to 19 boys breast stroke

- 1. _____
- 2. _____
- 3. _____



OUTDOOR SWIM MEET

REGISTRATION FORM

DATE OF MEET: _____

Name of Team: _____

Coach Name: _____

Phone Number: _____

Event 31: 8 & under girls butterfly

- 1. _____
- 2. _____
- 3. _____

Event 32: 8 & under boys butterfly

- 1. _____
- 2. _____
- 3. _____

Event 33: 9 & 10 girls butterfly

- 1. _____
- 2. _____
- 3. _____

Event 34: 9 & 10 boys butterfly

- 1. _____
- 2. _____
- 3. _____

Event 35: 11 & 12 girls butterfly

- 1. _____
- 2. _____
- 3. _____

Event 36: 11 & 12 boys butterfly

- 1. _____
- 2. _____
- 3. _____

Event 37: 13 & 14 girls butterfly

- 1. _____
- 2. _____
- 3. _____

Event 38: 13 & 14 boys butterfly

- 1. _____
- 2. _____
- 3. _____

Event 39: 15 to 19 girls butterfly

- 1. _____
- 2. _____
- 3. _____

Event 40: 15 to 19 boys butterfly

- 1. _____
- 2. _____
- 3. _____

Event 41: 8 & under girls IM

- 1. _____
- 2. _____
- 3. _____

Event 42: 8 & under boys IM

- 1. _____
- 2. _____
- 3. _____

Event 43: 9 & 10 girls IM

- 1. _____
- 2. _____
- 3. _____

Event 44: 9 & 10 boys IM

- 1. _____
- 2. _____
- 3. _____



OUTDOOR SWIM MEET
REGISTRATION FORM

DATE OF MEET: _____

Name of Team: _____

Coach Name: _____

Phone Number: _____

Event 45: 11 & 12 girls IM

- 1. _____
- 2. _____
- 3. _____

Event 46: 11 & 12 boys IM

- 1. _____
- 2. _____
- 3. _____

Event 47: 13 & 14 girls IM

- 1. _____
- 2. _____
- 3. _____

Event 48: 13 & 14 boys IM

- 1. _____
- 2. _____
- 3. _____

Event 49: 15 to 19 girls IM

- 1. _____
- 2. _____
- 3. _____

Event 50: 15 to 19 boys IM

- 1. _____
- 2. _____
- 3. _____

Event 51: 8 & under girls freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 52: 8 & under boys freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 53: 9 & 10 girls freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 54: 9 & 10 boys freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 55: 11 & 12 girls freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 56: 11 & 12 boys freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 57: 13 & 14 girls freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 58: 13 & 14 boys freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____



OUTDOOR SWIM MEET
REGISTRATION FORM

DATE OF MEET: _____

Name of Team: _____

Coach Name: _____

Phone Number: _____

Event 59: 15 to 19 girls freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 60: 15 to 19 boys freestyle relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 61: 8 & under girls medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 62: 8 & under boys medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 63: 9 & 10 girls medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 64: 9 & 10 boys medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 65: 11 & 12 girls medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 66: 11 & 12 boys medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 67: 13 & 14 girls medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 68: 13 & 14 boys medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 69: 15 to 19 girls medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 70: 15 to 19 boys medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____



OUTDOOR SWIM MEET
REGISTRATION FORM

DATE OF MEET: _____

Name of Team: _____

Coach Name: _____

Phone Number: _____

Event 71: 8 & under co-ed medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 72: 9 & 10 co-ed medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 73: 11 & 12 co-ed medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 74: 13 & 14 co-ed medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Event 75: 15 to 19 co-ed medley relay

- 1. _____
- 2. _____
- 3. _____
- 4. _____