

## MEET DIRECTOR'S ROLE

Ideally the Meet Director should be assigned at least six months prior to the meet. The person selected must be a current non-athlete registered member of USA Swimming, and have had attended at least one previous meet while being tutored on the techniques of running a meet.

The Meet Director is the organizer who directs the efforts of the people running the meet. The Meet Director should not be directly involved in any one activity or committee but should be conversant with the activities of all.

As a Meet Director, it is possible to do as little or as much of the actual work as desired given the available time. However, the Meet Director must avoid over-committing to any one area to the point of losing track of the overall picture. Commitment and involvement need to be enough to understand and appreciate the amount of work and the problems associated with each stage of the event.

Good communication on an on going regular basis between all committee chairs, the Meet Referee, and the Meet Director is essential to the success of the meet.

The following are general items to consider:

- It is imperative that all conditions of sanctioning be thoroughly understood and followed.
- Each committee chairman must work within the framework of the facility, the personnel and the budget available.
- The technical rules may change, particularly over the duration of the planning period. It is up to the Meet Director, Meet Referee, and others involved being aware of and communicating these changes.
- Expenditure of money is always a risk to the host.
- Planning is a long-term project but all phases must be integrated early before the meet information can be prepared. Once the meet information is out it cannot be changed or altered.
- Each committee chairman should be aware of all committee structures to know the overall effort required to plan and conduct a successful swim meet.
- The meet director may choose to utilize different committee structures or to do some of this work at different times. Be aware that the mailing of your meet information is on a strict time line that may not be changed.
- Schedule and conduct regular organizational meetings to discuss progress to date, committee reports and priorities for final meet preparation.
- Select key meet personnel and assign specific tasks. The following committees are generally set up routinely for a meet:

Admissions  
Announcers  
Computer  
Publicity  
Timers

Awards  
Entries  
Promotions  
Facility  
Set Up / Clean Up

Concessions/Sales  
Hospitality  
Officials  
Medical  
Security

- Set Committee Objectives and a time line for completion of each task.

## **I. MEET DIRECTOR'S PRE MEET RESPONSIBILITIES**

### **REGISTRATION REQUIREMENTS:**

- The host team must be currently chartered.
- The Meet Director must be a current registered Non-Athlete USA Swimming member.
- The Safety Coordinator must be a current registered Non-Athlete USA Swimming member.
- The Meet Referee must be a current registered Non-Athlete USA Swimming member and currently certified at Referee level.

### **OBTAIN POOL FACILITY:**

*IT IS BEST TO EXECUTE A CONTRACT WITH THE HOST FACILITY DETAILING SPECIFIC AREAS OF USE.*

- Requirements and recommendations of a pool facility are stated in USA Swimming Rules and Regulations Article 103 Facilities Standards.
- List areas in and outside the pool deck that you will need to use.
- Diagram chair and table arrangements.
- Verify times of rental arrangements with scheduled meet time line.
- Parking arrangements for spectators and workers
- Fees and arrangements for the sale of food and non-food items.
- Emergency equipment accesses
- Ask to be briefed on the facilities emergency evacuation procedure and policy

### **DESIGN YOUR MEET:**

- Consult with your Head Coach who can best determine the needs of your swimmers to select the type of meet you will offer.
- All age group sessions must be conducted within a 4 (four) hour time limit, all competition must be conducted within a 10 (ten) hour time limit.
- Meets must be strictly run under USA and Illinois Swimming rules and interpretations.

### **WRITE MEET INFORMATION:**

- Follow the meet packet format that is detailed in this manual.
- If any questions arise refer to the Illinois Swimming Office for clarification and guidance.

### **FILE APPLICATION FOR SANCTIONING:**

*REFERENCE USA SWIMMING RULES AND REGULATIONS ARTICLE 202 CONDITIONS OF SANCTIONS  
ILLINOIS SWIMMING RULES AND REGULATIONS ARTICLE 202 SANCTION / APPROVAL*

- Fill out the application to sanction an event.
  - OPEN COMPETITION WILL BE PLACED ON THE SCHEDULE**
  - CLOSED COMPETITION WILL NOT BE PLACED ON THE SCHEDULE**
- Attach your complete meet entry packet, which is required.
- Determine appropriate payment and draft check payable to: Illinois Swimming
- Send into the Illinois Swimming office
- All required material and payment are subject to the following deadlines:
  - LONG COURSE JANUARY 15**
  - SHORT COURSE JULY 15**
- You will be contacted if any corrections are needed. Sanctions will not be given out until the appropriate corrections are received in the Illinois Swimming office.
- NO information may be mailed until you have been given your sanction number. This number **MUST** appear on your meet information and all your results.
- Sanctions are not transferable and once given out **NO CHANGES OR ALTERATIONS** can be made to the meet information. Any violation regarding changes or alterations to meet information can result in the revocation of the sanction number.

### **MAILING MEET INFORMATION:**

- Upon approval and sanction number assignment meet packets can be mailed or posted to a website anytime prior to 7 (seven) weeks of the scheduled first day of the meet.
- To post your information to a website a notification to all required teams must be sent alerting them to the date the information will appear on your site.
- If your information is to be posted to a website all forms must be easily downloadable.
- If requests for meet packets are received and it is specifically stated that the person(s) requesting the packet does not have access to your website, one must be mailed first class to them immediately upon the request.
- For a US Postal mailing the initial mailing procedure requires all packets to be mailed first class and all at once on the same day.

**MAILING MEET INFORMATION (CONTINUED):**

- You must mail or notify to the following teams
  - All teams hosting open competition during the current season
  - All teams hosting open competition during the immediate past season
  - Any participants who specifically call and request your information
- Always make copies of your meet entry information for your Coaching staff, Meet Referee and committee chair people.

**MEET DIRECTORS' MEETING:**

- A mandatory meeting is held at the House of Delegates for all meet directors. It is here that rule changes, problems and exchange of ideas will take place.

**APPOINT KEY PERSONNEL:**

- Recruit chairpersons of each of your committees
- Meet with each chairperson to give them as much time as possible to acclimate themselves with the position and the responsibilities involved with their assigned committee.

**FILING ENTRIES WITH THE ILLINOIS SWIMMING OFFICE:**

- Upon completion of all entries into the meet a Meet Manager zip back up copy of the meet entries must be received in the Illinois Swimming office three days prior to the first day of the meet.

**IA. MEET DIRECTOR'S PRE MEET RESPONSIBILITIES FOR ADAPTIVE SWIMMING**

**FACILITY CONCERNS FOR DISABLED SWIMMERS:**

*IT IS IMPORTANT THAT IN THE ROLE OF MEET DIRECTOR YOU ARE ABLE TO ANSWER BASIC QUESTIONS REGARDING YOUR FACILITY THAT WILL BE DIRECTED TO THE NEEDS AND CONCERNS OF THE DISABLED SWIMMER. IT WILL BE UP TO YOU AND THE MEET REFEREE TO WORK WITH THE ATHLETE AND COACH TO PROVIDE ANY SPECIAL CONSIDERATIONS THEY MAY HAVE IN REGARDS TO THEIR SPECIFIC DISABILITY.*

*BELOW ARE LISTED SOME SPECIFIC GENERAL FACILITY KNOWLEDGE THAT YOU SHOULD INVESTIGATE INITIALLY.*

**ENTRANCE:**

- Is the outside entrance to the pool accessible to disabled swimmers?
- What arrangements for entry into the building are being made if needed, i.e. elevator access, alternative entrance to avoid stairs, entrances wide enough to accommodate wheel chairs?
- Have directions mapped out for alternative entrances to give to the coach and disabled swimmer

**PARKING:**

- How many Accessible Parking Places are available for the disabled swimmers?
- If athletes need more parking places than what is already designated where will they be located, and how will they be able to be identified?

**LOCKER ROOMS (BOTH MEN'S AND WOMEN'S)**

- Are there steps going down or up to enter the locker rooms?
- Is there a "lip" that must be maneuvered over to get to the showers?
- Are there showers specifically designed for disabled athletes?
- Are there accessible bathroom stalls in the locker room, and how many?
- Can the showers be turned on and off, versus continuing running water?
- If there are no hand held showers can a folding or plastic chair be placed in the shower for the disabled athletes?

**DECK AREA:**

- Walk the deck area and look for any possible obstructions, outside the required pool equipment needed to run a meet, which a disabled athlete may need to overcome.
- Be concerned with touch pad, microphone, timing machine and computer wires during set up. These need to be taped down or able to be maneuvered over with a wheel chair, crutches, walkers, etc.

**REST AREA, BULL PEN, SEEDING AREA**

- Make sure the above areas are accessible to the disabled athlete. If they are not make alternate arrangements and inform the disabled athlete and coach.

**USA Swimming Rules and Regulations Article 105 gives the Meet Referee authority to accommodate swimmers with disabilities. Therefore, all other considerations for disabled athletes will be in the control of your Meet Referee once the meet entry deadline has passed. Check with the Meet Referee prior to the start of the meet to make sure there has been communication between the disabled athlete and / or Coach.**

## **II. MEET DIRECTOR'S RESPONSIBILITIES DURING THE MEET**

### **HAVE A WORKING KNOWLEDGE OF ALL PHASES OF THE MEET**

- The Meet Director must be kept available to help out any committee that may have questions or need assistance.
- If you have done a thorough job with your pre meet responsibilities your job will be largely limited to going from one work area to another making sure that everything is running smoothly in the dry area of the meet.
- It is important to remember that all issues involving the wet area of the meet are in the hands of the Meet Referee, NOT the Meet Director. The Meet Referee takes over that authority as soon as the deadline for the meet entries has expired, or the meet has filled, whichever comes first.
- At all times the Meet Director needs to keep in communication with the Meet Referee, and committee chair people.

### **OBSERVATION OF SAFETY PROCEDURES AND INSURANCE COMPLIANCE THROUGHOUT THE MEET:**

- Warm up procedure arrangements must be conducted with the Meet Referee concerning supervision of warm-ups.
- All persons on deck involved in supervising safety procedures during warm-ups must be currently registered non-athlete members of USA Swimming.
- It is a combined responsibility of the Meet Referee and the Meet Director to conduct warm-ups in the correct safety procedure format according to USA Swimming Rules and Regulations.
- Warm –up procedure listed in the meet information packet must be posted around the pool area for all to see.
- Warm-up procedure needs to be announced at least twice over the public address system
- Any unattached swimmer MUST see the Meet Referee to be assigned a supervised lane during warm-ups.
- It is the responsibility of the Meet Director and the Meet Referee to limit the access to the immediate area around the pool only to participating USA Swimming currently registered athletes, Coach Members and non-athlete members directly involved in the operation of the meet. (The position of "Timer" is exempt from the required non-athlete membership.) The reason for this strict regulation is insurance liability. Strict observation of this rule must be maintained during the entire meet. There are no exceptions.
- All persons on deck involved in meet operations, with the exceptions of Timers, must display their current USA Swimming Membership card at all times while the meet is in progress.
- The Meet Director will be appointed as a temporary registrar for Illinois Swimming. They will be responsible for the registration of athletes and non-athletes during the course of the meet. The Meet Director will forward all completed forms and payments collected to the permanent Illinois Swimming office within 24 (twenty four) hours of the conclusion of the meet. Any coach registering must present all proper current certification.
- The Meet Director will report any injuries (minor or major) occurring during the course of the meet by filling out a Report of Occurrence and following the mailing instructions printed on the form.

## **III. MEET DIRECTOR'S POST MEET RESPONSIBILITIES**

### **REQUIRED MAILING TO THE PERMANENT ILLINOIS SWIMMING OFFICE:**

- Within 72 (seventy two) hours of the conclusion of your meet send a Meet Manager zip backup disk of the meet results and a printed copy in "Published Order" showing swimmer's USA Registration number.
- Assigned sanction number and meet dates MUST appear on EVERY page of the results.
- Always remember to include all scratches and no shows.
- 15 (fifteen) days after the conclusion of the meet the Financial Report must be received by Illinois Swimming along with the proper payment.

### **MEET REFEREE REPORT:**

- The Meet Referee must properly fill out the ISI Sanctioned Meet Certification and return it to the permanent Illinois Swimming office to be forwarded to the Officials Committee for recording.

**ATTENDING CLUBS MAILING:**

- All attending clubs shall receive final results in accordance with USA Swimming Rules and Regulations Article 102.24 Meet Results.

**RETAIN ALL MEET RESULTS AND SUPPORTING DATA:**

- All lane cards, timing machine printouts, officials finish picks and any other pertinent information concerning final results of your meet must be retained for 1 (one) year.

**HELPFUL HINTS FOR MEET DIRECTORS**

- Use this manual as a reference in running your meet
- Remember everyone is a volunteer. Treat your workers with courtesy and respect.
- DO NOT undermine the authority of the Meet Referee at any time during your event.
- Always know where the first aid equipment is kept and how to access it.
- Meet with the person in charge of the janitorial staff. Give them a time line of when you need to open and close the facility. Make sure they are aware of all areas of the building you are using. Get a name of who will be on duty each day and find out where you can locate them if needed. Get an emergency contact name and number for the facility.
- Be prepared to pick up garbage and clean the deck after each day of competition. Have a box of disposable rubber gloves on hand to aid in this process.
- Always have a location for Lost and Found, and posters around directing people to it. If possible print the location in your psych sheets.
- Try to have workers continually check on washrooms to make sure they have been cleaned and properly supplied by janitorial staff.
- Stay in contact with your committee chair people. If a chairperson will not be commanding their appointed committee for anytime during the meet, ask them to tell you who will be in charge. Make sure you check with that person to see if things are going okay, or if they have any questions. Remember, a switch of command in committees can cause chaos if there is lack of communication of changes. Always check to make sure people in charge are and keep them informed of any changes in the meet operations that would directly affect them and their job.
- Teams attending your meet are your guests. Treat coaches, swimmers, swimmers and other spectators with respect and courtesy.
- Always make sure you have Coaches Packets readily available to be picked up at a designated spot.
- Have your heat sheets readily available on deck for officials.
- Always have a copy of your meet entry packet on deck with you, and a set of current rule books.
- Your entry chairperson must bring all entries received in their original condition to the meet.
- Ask all committee chairs for a post meet report and evaluation by merely answering two questions: What went well? What can we improve upon next year?
- Several days after the meet post a general thank you to all who made your meet successful, or write individual notes to all who helped.

**NOTES**

## CLERK OF COURSE

### THE CLERK OF COURSE HAD TWO PRINCIPAL TASKS AT MOST MEETS:

- SEEDING THE SWIMMERS INTO EVENTS
- MANAGING THE BULL PEN AREA

### SEEDING THE MEET:

- It is strongly advised that the first time Clerk of Course volunteers spend some time with an experienced Clerk of Course or Referee going over the mechanics of seeding before the meet.
- In order to have a working knowledge of the seeding procedure, the Clerk of Course familiarize themselves with Section 102.5 (sections .1 - .7) of the current USA Swimming Rules and Regulations.
- The Hy-Tek Meet Manager will initially seed the meet after entries are entered.

### BULL PEN SET UP AND OPERATION:

#### TIMED FINALS

- Arrange chairs in rows containing a number of chairs equal to the number of lanes in your pool. There should be sufficient chairs to accommodate all swimmers in your largest event.
- Chairs should be numbered sequentially with low numbers in the front row. Number from left to right as you face the Bull Pen.
- Post heat sheets on the wall so that swimmers can find their seed number
- Swimmers then pick up their lane cards, which are placed on a table in seed order and sit in the correspondingly numbered chair.
- Each event must be announced over the PA system with at least two calls (first call and final call) separated by approximately 5 (five) minutes. FINAL CALL MAY NOT BE MADE MORE THAN 30 (THIRTY) MINUTES PRIOR TO THE TIME THE EVENT WILL BE SWUM.
- No event should be called during the first 45 (forty five) minutes of the warm up period.
- 5(five) minutes after the "Final Call", close the event and have the swimmers move to fill in the empty chairs being careful to preserve the seed order.
- Take extreme care when administering the above procedure with younger and less experienced swimmers.
- It is advisable to consolidate one row at a time when swimmers are unfamiliar to the procedure.
- Each row constitutes a heat. If there is a partially filled row at the back with fewer than three swimmers, take swimmers from the next heat to bring the number of swimmers in the partial heat to three. AT ALL TIMES TAKE CARE TO PRESERVE THE SEED NUMBER ORDER.
- Number the cards with heat and lane number, starting with the back row which is Heat 1 (slowest). The lane number order for proper seeding is described in the current USA Swimming Rules and Regulations Section 102.5 (sections .1 - .7)
- For purposes of illustration seeding would be as follows for a six lane pool:
  - Lane 1 = 5<sup>th</sup> fastest swimmer in the heat
  - Lane 2 = 3<sup>rd</sup> fastest swimmer in the heat
  - Lane 3 = 1<sup>st</sup> fastest swimmer in the heat
  - Lane 4 = 2<sup>nd</sup> fastest swimmer in the heat
  - Lane 5 = 4<sup>th</sup> fastest swimmer in the heat
  - Lane 6 = 6<sup>th</sup> fastest swimmer in the heat
- Continue this process to the next row (Heat 2) until all heats are numbered and lanes assigned to each swimmer
- WHEN SWIMMING SLOWEST TO FASTEST EVENTS IT IS POSSIBLE THAT THE INITIAL TWO HEATS MAY NOT CONTAIN A FULL COMPLIMENT OF SWIMMERS. HOWEVER, EACH HEAT SHOULD HAVE A MINIMUM OF THREE SWIMMERS, IF POSSIBLE. REMEMBER THAT RUNNING EMPTY LANES CONSISTENTLY DURING AN EVENT WILL SLOW DOWN YOUR TIME LINE CONSIDERABLY.
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## **BULL PEN SET UP AND OPERATION:**

### **TIMED FINALS (CONTINUED):**

- Instruct swimmers to wait behind or adjacent to the starting blocks until their hear is called.
- With younger or less experienced swimmers it is advisable to have a volunteer to walk the heats (in swim order on deck remembering always to have swimmers remain in seed order.
- Inform Coaches of deadline and procedure by which they must declare their relays. (They must list heir relay swimmers on the back of the relay card in swim order.

### **POSITIVE CHECK – IN:**

- Establish a designated area for “Positive Check-In”. Swimmers must check in for events that they will swim for the current session only. The closing and opening times for “Positive Check-In” are published in the meet packet information. The penalty for not properly checking in during the stated time frame is also in the meet packet information. DO NOT ALLOW OTHER SWIMMERS TO CHECK IN FOR EACH OTHER.
- The meet will be seeded after the “Positive Check-In” closes.
- Normally a bullpen will not be used with the Positive Check-In procedure. When a swimmer checks in for an event he / she is required to swim that event. If cards are used they are set up on a table and numbered with heat and lane. Swimmers pick up their cards after an announcement is made that they are ready and take them to the blocks with them to give to the Timers in their respective lane.
- Heat sheets are posted and printed fro Coaches, Officials, and other meet operations personnel.
- Timer sheets may be used in place of cards. It then becomes the swimmer’s responsibility to check the posted and heat sheet and report to the blocks at the proper time. It is the Timer’s responsibility to ask the name of the swimmer to make sure it corresponds correctly with the name on their timer’s sheet.

### **SWIMMER CHANGING AFFILIATION**

- Prior to the start or during the course of the meet any swimmer may declare them self to the Meet Referee as “Unattached”, meaning they have no specific club affiliation. This affiliation change must appear in all final results. This request may not be refused.
- Any other changes of affiliation form one team to another must be done only through the Illinois Swimming office. Proof of affiliation is shown on the swimmer’s current USA Swimming Registration card.

## **NOTES**

## **COMMITTEE STRUCTURE AND JOB DEFINITION**

### **ACCOMMODATIONS COMMITTEE**

- Contact hotels / motels near the meet site and arrange to hold rooms for people attending the meet. These properties will normally hold the rooms until 30 (thirty) days prior to the event.
- Make a list of hotels / motels, addresses, a phone number, rates, food services available, and distance to the site of the meet.
- Include the above list in the meet information packet with reservation deadlines clearly stated.
- Be prepared to assist anyone who may call you or write you with housing problems.

### **ADMISSIONS COMMITTEE**

- Prepare signs reflecting admission prices for all sessions of the meet, psych sheet or heat sheet prices, and cost of copy of final results. Post at all entrances.
- Coordinate with your Treasurer for change and cash box.
- Staff all sessions with volunteers. It is recommended to have at least 2(two) or 3(three) volunteers for admissions at each session. Remember admissions should open at the start of, or prior to, the time scheduled for warm ups.
- Procedure for marking guests who have paid admission so they may come and go from meet without being asked to pay again.
- Sign up for copy of results. It is recommended to have the person paying for the final results address their own envelope for them. This makes it easier on the person responsible for printing and mailing them out.
- Tell all volunteers manning admissions where "Lost and Found" is located, so they may direct people to the correct place when asked.

### **ADVERTISING AND SALES**

- Prior to meet solicit ads for psych sheets or heat sheets.
- Make arrangements to print psych sheets or heat sheets and deliver them to admissions committee the day prior to the first day of the meet
- Secure publicity with local papers, television stations, and local radio.
- Procure heat winner awards, if so desired.

### **ANNOUNCER**

- Prepare and test public address system
- Have copies of warm up procedure, meet schedule, and psych sheet or heat sheet in front of you at all times.
- Have a working knowledge of meet protocol; know when announcements are appropriate and when no announcements should be made.
- Procure music for the National Anthem

### **AWARDS AND CEREMONIES COMMITTEE**

- Order individual and team awards making certain that they correspond with information in the meet information packet.
- Develop procedure to get event results and labels.
- Staff volunteers to prepare awards
- Develop and post procedure for distribution of awards
- Create policy and procedure for unclaimed awards

### **COMPUTER COMMITTEE**

- Make sure your computer process is in place and ready to go, and that the entry personnel comply with your instructions. This process should be addressed early during an organizational meeting.
- Procure computer system and back up computer system for meet operation. This includes a printer and back up printer system.
- Receive from the Entry Committee a complete roster of all swimmer in the meet sorted by Teams.
- Set up runners to post and deliver results to appropriate areas and to deliver award labels to the Awards Committee.
- Schedule volunteers for all sessions. Try and have an introduction meeting of the computer program and procedures prior to the meet itself for volunteers who will be working on the computer directly.
- Be prepared to stay at the conclusion of the meet to out back up copies of the final results from the Hy-Tek Meet Manager program to teams in attendance.

### **CONCESSIONS**

- Prepare and price the menu. Make signs reflecting all items and prices. Place a menu in the psych sheet or heat sheet.
- Coordinate volunteers to man the area during the meet for all sessions.
- Coordinate with the Treasurer for change and a cash box.
- Coordinate with outside vendors for ordering pizza, or other items that you may wish to serve.
- Create a procedure to replenish diminishing supplies of beverages and food through out the meet.
- Prior to meet dates check your area and area set up with the Meet Director and facility personnel. Determine what equipment the facility will allow you to use, if any. It is a good idea to make sure this list of equipment appears in your contract with the facility you are renting.
- If needed place signs directing people to concessions.
- Tell all volunteers manning concessions where "Lost and Found" is located, so they may direct people to the correct place when asked.
- Make the best effort to have coffee made and ready to sell at the start of warm ups.

### **CLERK OF COURSE**

- Refer to job description titled Clerk of Course
- Check supplies and equipment (including back up equipment) for running the meet
- Organize and set up lane cards and bullpen, if needed.
- Instruct bullpen volunteers in procedure to get swimmers on the deck and behind the blocks for their events.
- Instruct volunteers in any check in procedure being utilized.
- Schedule volunteers to cover all sessions.
- Organize and implement call system for events.

## **ENTRIES**

- Completely review the USA Swimming and Illinois Swimming rules and regulations regarding entry policies.
- Coordinate with the Meet Director in preparing the meet entry information in regards to entries always following USA Swimming and Illinois Swimming rules and regulations.
- Coordinate a policy on how entries will be sent to you to place in the meet information packet. It is recommended that hand delivered entries not be taken. Make sure email instructions are clear and precise and always give a time limit of when you expect the hard copy entry and the check from the emailer.
- Review all entries for completeness and accuracy. Check all liability waivers for correct signatures.
- Make sure the computer process is in place and ready to implement, and that the Entry Committee complies with all instructions from the Computer Committee.
- Set up the meet in the computer in accordance with the printed information published in the meet information packet.
- Verify the number of entries against the amount of money received. If a club owes you money, note the amount owed, itemize it and place it in the coach's packet. Keep a copy with the club's entries.
- Verify times, if necessary, submitted with entries. Take note that times submitted are within the correct dates of any qualifying period, if one has been established in the meet information packet.
- Enter teams in the order they are received running a time line after every 2(two) to 3(three) teams entered. Do not forget to enter entries for your own team.
- When time line is reached return all entries that were not entered IMMEDIATELY. After you have reached your full time line, send back any entries that are received IMMEDIATELY. If it appears that an entire team may or may not make it into your meet it is courteous to call and let them know where they stand. You may tell them you can accommodate a certain amount of their swimmers in certain age groups, if you cannot accommodate the entire team. They would have the option of accepting this offer or declining.
- Print and proof read the psych sheet or heat sheet.
- Good communication between entry personnel and computer personnel is mandatory.
- Entry personnel should keep well-documented records of all conversations with participants of the meet and keep them with the entries from their respective teams.
- All original team entries MUST be brought to the meet in case questions arise that require the Meet Referee to review the team's original entry.
- Be courteous to inquiries about openings in your meet. People do realize meets fill up quickly, but sometimes they want verbal affirmation that the meet is closed.

## **PREPARATION OF MEET ENTRY PACKET**

**THE FOLLOWING TEMPLATE WILL ASSIST YOU IN FORMATTING YOUR MEET ENTRY PACKET.**

**THE ILLINOIS SWIMMING OFFICE UNDER THE GUIDANCE OF THE ILLINOIS SWIMMING BOARD OF DIRECTORS IS FORMATTING A STANDARDIZED MEET ENTRY PACKET. THIS IS BEING DONE TO ALLOW ON LINE MEET ENTRY PACKET SUBMISSION FOR SANCTIONING.**

**PLEASE BE AWARE THAT THIS WILL DEFINITELY BE A PROJECT IN PROGRESS OVER THE NEXT SEVERAL MONTHS, BUT THE GOAL IS TO HAVE IT UP AND RUNNING BY THE NEXT SHORT COURSE SEASON.**