

CHAMPIONSHIP/LARGE MEET ADMINISTRATION

Following is offered as a guide for anyone hosting a large invitational championship meet. These are only suggested guidelines.

1. MEET DIRECTOR

A. PRE-MEET RESPONSIBILITIES:

1. Choose site and reserve pool.
2. Select meet organizational committee.
3. Meet with committee and review job descriptions.
4. Establish budget.
5. Establish timetable for completion of goals.
6. Send information to participating schools and officials which includes:
 - a. dates, times, location;
 - b. rules;
 - c. entry procedure with deadline dates (include entry cards, diving sheets);
 - d. awards;
 - e. scoring;
 - f. admission fees-
 - g. order of events@qualifying times;
 - h. scratch meeting, swimming/diving warmup procedures;
 - i. awards and presentation procedures;
 - j. description of facility,-
 - k. locker assignments (do competitors need to bring locks?);
 1. directions to pool site, hotel;
 - m. list of restaurants, directions, and phone numbers;
 - n. meet director's phone number, fax number and address.
7. Seed entries (determine diving order by lot) and prepare heat sheets for officials, swimmers and spectators.
8. Order awards.
9. Supervise committee chairpeople.

B. DAY OF MEET:

I. Coaches meeting:

- a. introduce coaches, officials, meet personnel, etc.;
- b. select and announce a meet committee to act as specified in Rule 4, Sec. 1;
- c. select diving judges;
- d. review award presentation procedures;
- e. have officials determine diving order by lot;
- f. review procedures for scratching entries, declaring relay competitors and declaring a false start in the prelims of an individual event;

- g. review timing system and backup procedure used;
 - h. have officials review seeding, diving sheets, disqualification procedures, relay takeoff judging, and false start recall, restriction of swimmers from designated areas, and use of artificial noisemakers during the meet.
2. Serve as chairperson of meet committee (appeals committee):
- a. The meet committee shall consist of:
 - 1. chairperson - meet director;
 - 2. the referee - ex-officio;
 - J. the diving referee - ex-officio;
 - 4. other knowledgeable swimming and diving persons to comprise an odd number of committee members.

Note: The referee or diving referee should not serve as a member of the committee if the committee is acting on the referees' or diving referee's decision.
 - b. Meet Committee Responsibilities:
 - 1. to rule on questions not specifically covered by the rules;
 - c. Procedure:
 - 1. meet committee convenes and listens to the complaint;
 - 2. the person initiating the complaint is excused;
 - 3. meet committee confers with the referee or diving referee if necessary;
 - 4. committee discusses complaint and makes a decision;
 - 5. the chairperson notifies the person initiating the complaint and the referee of the decision;
 - 6. the referee implements the decision;
 - 7. the committee's decision is final.

C. POST-MEET

- 1. Review job descriptions and make changes
- 2. Start working on next year's meet.

II.PUBLIC RELATIONS

A. PRE-MEET RESPONSIBILITIES

1. Gather and disseminate information -involving the meet to the news media and general public. Information to include:
 - a. general meet information (location, date, time, ticket prices);
 - b. meet records, favored teams/individuals, defending champions;
 - c. meet director's and public relations chairperson's phone numbers.
2. Contact participating schools to find out whom they wish to have results transmitted to in their local area.
3. Establish local media connections early. Create list of local media names, telephone numbers, fax telephone numbers and backup contacts. Contact UPI and AP people to see if they will send results over the wire if you fax them.

4. **Send out premeet press release approximately one month before event. Try to include local color to entice media coverage.**
5. **Send out release one week before the meet. Use the three days before the meet to telephone each media contact to remind them about the meet. Tell them that you are calling to make sure that they have received the press release and to answer any questions they may have. You may also ask them who they are planning to send to cover the meet so you can have a press pass ready for the individual.**

B. DURING MEET

1. Set up press area for media to have table and "home base" during the meet:
 - a. have a sign-in sheet for the press;
 - b. make up a press badge for identification and give to each press representative;
 - c. provide press kit which should include
 - 1) rules and regulations of meet, i.e., no flash pictures at start of race;
 - 2) schedule of events with starting times;
 - 3) records-
 - 4) seedings;