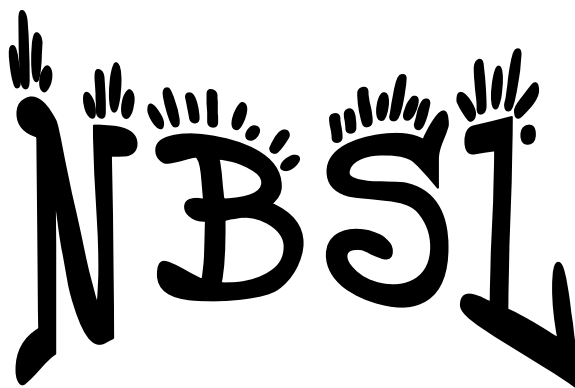


# *NBSL BEST PRACTICES*

*For running summer*

*Swim meets*

*Last revised April 20th, 2010*



This packet of best practices was written with the intent to help teams in the NBSL run a fast, efficient meet and to try to make sure each team has similar practices as each team swims against each other. This packet is a work in progress and we would appreciate any helpful comments or suggestions

**These are a supplement and companion to the NBSL Rules dated 4/20/10.**

# Best Practices

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## **Meet Tasks and Volunteers:**

*We recommend that each official (referee, stroke and turn officials, starter and head timer) have a nametag that lists their name and the position they are filling for that meet.*

### **Home and Away Meets:**

**Timers** – Minimum of 1 per lane from each team, have relief timers for second half of meet. Each lane has 2 stopwatches: record the average of both times. Each Team should provide the watches for their Timers at each Meet. The Home Team must supply the Head Timer. This applies to both official and extra heats.

**Place Judges** – Each team must provide at least one place judge. They are responsible for capturing and recording the order of finish and watching relay takeoffs. The Place Judges shall judge and record the order of finish for all places in each race. The Place Judges must be positioned on opposite sides of the pool at the finish line. A Place Judge shall record a tie if that is what is observed. The order of finish recorded by each Judge shall be given to the Head Timer (or Runner) after each race.

**Stroke and Turn** – At least one from each team. Responsible for making sure proper stroke are swum and make sure starts, turns, finishes are legal. Stroke and Turn clinics are available. Each pool should provide the same number of stroke and turn officials so as to remain fair. Once a DQ is recorded by the scorers only the Meet Referee can withdraw it.

**Ribbon Writers** – At least 2, one from each team, more will get the job done faster. Write out the ribbons for swimmers. Every swimmer that swims in an individual race should get a ribbon except for 15 and over swimmers.

**Scorers** – Need 1 or 2 from each team. Keep track of score of dual meet, keep track of team and pool records.

**Lifeguard** – Must be on lifeguard stand during warmups and available during meets. However, it is also recommended that a lifeguard remain on the stand during the dual meet

### **Home Meet Positions:**

**Referee** - Person in charge of officials, timers, runners, coaches, etc. Please see this person for any problems or issues.

**Head Timer** – One supplied from the home team. Assign and instruct timers. Start his watch in case one of lane timers fails to start theirs. Write down official times on event sheets for each lane and pass on to runner.

**Parking attendant** – 1 or 2: Help get cars parked and keep as many of the cars off the street as possible.

**Runner** – 1 or 2. Take event sheets from announcer to head timer, collect completed event sheets from head timer, place record from place judges and DQ cards from stroke and turn officials and bring them to scorer's table after each event.

**Starter** – 1. Responsible for making sure the swimmers are ready for the start of the race and that a fair start is given.

**Announcer** – 1. Announces events, swimmers name and other pertinent information.

**Snack Bar** – Minimum of 4-6 people to set up snack bar, sell goods and handle money.

### **Equipment Needed for Dual Meets**

- Electronic starter or Starter's gun and whistle- Electronic starter: make sure it is well charged. Starter gun - make sure it works, make sure you have backup gun or whistle or air horn, make sure you have plenty of blanks.
- Each team should provide their own watches at each meet; 1 stop watch for each lane and one extra for the home team head timer.
- Lineup sheets, event sheets, place judge pads, DQ cards
- USS Handbook for Swimming Rules and Reference – (Most recent unless otherwise stated in the NBSL Rules.)
- Lane dividers so that the pool can be divided into equal lanes.
- Backstroke flags as per USS Handbook.
- Starting blocks are recommended.
- NBSL League Rules for the Current Year.

### **Pool Preparation:**

- Conduct a Safety Check.
- Check that starting system is in working order, PA system is ready to go and watches are in working order.
- Ensure Lifeguard is in place on lifeguard stand during warmups and available during meets. However, it is also recommended that a lifeguard remain on the stand during the dual meet.
- Prepare pool for meet by removing ladders, diving boards and anything that is a safety hazard.
- Provide an area for the visiting team which has easy access to the pool.
- Blocks - make sure swimmers are familiar with blocks (if used)
- Backstroke flags - make sure backstroke flags are up and in correct position.

### **Pre Meet Info and Meetings:**

- Pre-meet meeting - make sure there is a pre-meet meeting with all officials (meet referee, starter, stroke and turn officials, place judges, timers and head timer) This meeting should take place 20 minutes before the meet start time.
- Diving policy -make sure swimmers and coaches are aware of diving policy for host pool.
- Weather forecast – check weather forecast before the meet, including radar. During bad weather, make sure swimmers and parents do not leave; all attempts should be made to complete the meet.
- Familiarize yourself with pool – make sure you know how many lanes, pool diving policy, depths of pool, directions to the pool, distance of pool when swimming at an away meet.
- Lineup- make sure coaches are aware of the number of lanes and diving policy make sure lineup is done ahead of time, copies are made for volunteers. Before coming to the meet, team coaches should double check and triple check lineup to make sure each swimmer has been included, and that swimmers are not swimming more than the number of events allowed. The home team gets unofficial extra heats ahead of time. (As early as possible, and at least by 2 PM the day of the meet)

## **Timers:**

Minimum of 1 per lane from each team, have relief timers for second half of meet. Each lane has 2 stopwatches: record the average of both times. Each Team should provide the watches for their Timers at each Meet. The Home Team must supply the Head Timer. This applies to both official and extra heats.

- The timers should attend the pre-meet meeting to get info from the Referee.
- Timers should stand at the finish end of the assigned lane to best see the Finish.
- Timers start their watches from the flash or smoke of the Starter's gun or the sound of the beep.
- Timers stop their watches upon swimmer finishing race (Swimmers complete their race when any part of their body contacts the end wall) and determine the official time by averaging both watches and rounding up to the nearest hundredth/sec. Both official and extra heat times **must** be averaged and reported.
- The timers report the averaged times to the head timer.
- Watches should be cleared when the starter calls the next heat to the blocks.
- A parent must not time their child and must switch lanes (i.e. move from lane 4 to lane 5) when their child is swimming.

**Head Timer** – supplied by the home team.

- Assign and instruct timers.
- Start his watch in case one of lane timers fails to start theirs.
- Write down official times on event sheets for each lane and pass on to runner.

## Place Judges

Place Judges are responsible for capturing and recording the order of finish and watching relay takeoffs. Each team must provide at least one place judge.

### Order of Finish:

- The Place Judges shall judge and record the order of finish for all places in each race.
- The Place Judges (one from each team) must be positioned on opposite sides of the pool at the finish line.
- A Place Judge shall record a tie if that is what is observed.
- The order of finish recorded by each Judge shall be given to the Head Timer (or Runner) after each race.

### Relay Takeoff:

- Place judges will also be responsible for relay takeoffs at the start end of the pool.
- This means they will determine if a swimmer leaves before the incoming swimmer touches the end of the pool.
- Early takeoffs must be dual confirmed in order for the infraction to disqualify the relay team (both place judges must agree).
- Record which lane has the infraction and which swimmer on the place judge form at the time of the infraction. After the race is finished, consult the other place judge to see if they agree.
- If they agree signal the disqualification by raising a hand. If both place judges do not agree, there will be no recorded infraction.
- This infraction is then communicated to the Starter and a stroke and turn official immediately.
- The stroke and turn official will then complete a DQ form and hand it to the runner.

Relay takeoffs at the turn end of the pool will be judged by the stroke and turn officials for 8 and 10 year old relays.

If the place judges are not to be responsible for the relay takeoffs this must be clearly communicated in the officials meeting before the start of the meet. The starter and another official may take over this role. There should be one person from each pool doing dual confirmation.

The starter is responsible for any false starts from the leadoff swimmer in each relay.

PLACE JUDGES	
Event #	
PLACE	LANE
1	
2	
3	
4	
5	
6	

## **Referee:**

The Meet Referee is responsible for making sure that the pool is setup before the meet.

The Meet Referee should confirm which lane or lanes are unofficial.

The Meet Referee is responsible for holding the officials meeting 20 minutes prior to the start of the meet.

*The Following may be used as an outline for the meeting content:*

Introduce yourself and the starter.

1. Ask for timers from each team to identify themselves. Make sure there are adequate timers for all the lanes.
2. Introduce the Head Timer.
3. Ask if anyone is timing for the first time.
4. Begin a watch check: Ask them to begin timing. As they are timing, continue instructions.
5. **Instructions for timers:**
  - Each lane will have 2 timers, one from each club.
  - At the whistle, clear your watch
  - Start the watch by flash or smoke of gun or beep
  - Stop the watch at the end of the race when the swimmer has made contact with the wall.
  - Do not assist or instruct swimmers. If there will be head catching for the backstroke events, please use the outside of your hand and place your palm against the wall so the swimmer will make contact with your hand and not the wall.
  - You are to time, not judge turns or finishes.
  - Finish timing even if the swimmer is disqualified.
  - Raise your hand if you miss a start.
  - For averaging times, round up to the nearest hundredth.
  - We will ask you to move to the turn end of the pool for 25's.
  - Please start your watch even if there is no swimmer in your lane.
  - At the end of the race you will report your averaged time to the Head Timer
6. End the watch check: ask them what time they have and if they have any questions. Release timers and head timer from the meeting.
7. **Instructions for Place Judges:**
  - There will be 2 place judges, one per team.
  - Place judges must stand at the finish end of the pool, across the pool from each other.
  - Each place judge will have a pad to record the order of finish. Record finishes as you see them, including ties.
  - Record finishes for official and unofficial/extra heats.
  - At the end of the race the runner will be collecting your place judge forms.

- Unofficial Heats are to be labeled with letters as A, B, C, etc. and the number of the official heat.

#### Relay Takeoffs

- Place judges will also be responsible for relay takeoffs at the start end of the pool.
- This means they will determine if a swimmer leaves before the incoming swimmer touches the end of the pool.
- Early takeoffs must be dual confirmed in order for the infraction to disqualify the relay team (both place judges must agree)
- Record which lane has the infraction on the place judge form at the time of the infraction. After the race is finished, consult the other place judge to see if they agree.
- If they agree signal the disqualification by raising a hand. If both place judges do not agree, there will be no recorded infraction.
- This infraction is then communicated to the Starter and a stroke and turn official immediately.
- The stroke and turn official will then complete a DQ form and hand it to the runner.

#### **Instructions for Stroke and Turn Officials:**

- We are looking for stroke violations that are “Blatant and repetitive”
- Tell them to raise their hand at the time of the infraction
- Get the DQ slips to the runner as soon as possible after the end of the race
- Ask the referee if you have any questions
- Stroke DQ’s do not need to be dual confirmed, only relay takoffs.
- Tell them where you would like them to be positioned on the deck
- Go over the DQ form that your pool will be using



## Follow the Event Sheet:

### **Step one: Scorer's table**

Event Sheets should have all swimmers names per event and heat clearly written on them in pencil at the scorer's table. If the home team can write their swimmer's on before getting to the meet, it speeds things up. Indicate the team of each swimmer and any alternates for that event. Pass the sheet to the away team so that their swimmer's names can be written in. After official and extra heat event sheets are written, the papers should be collated so the official heat is first, followed by each extra heat (Example, Heat 15, Heat 15A. Heat 15B, etc.)

### **Step two: Announcer**

The sheets should be handed to the announcer. Tell the announcer any hard to pronounce names beforehand. The announcer will announce the event and the swimmers then turns the sheet over to the runner. **Note:** To save time, the Announcer should announce the next event while the swimmers in the current event are swimming their last lap.

### **Step Three: Head Timer**

The runner hands the sheet to the head timer. At the finish of the race, the Head Timer records the times obtained from the Lane Timers on this form. Times are averaged and rounded up to the nearest hundredth.

### **Step Three: Scorer's table**

The Runner then returns the Event Sheet and the Place Judge slips to the Scorer's table. The scorer checks the place judge slips. The 4 official lanes are scored and the place judge sheets and any DQ slips are stapled to the event sheet.

### **Step Four: Ribbon writer**

The sheets are then passed to the ribbon writing table. Ribbons are awarded to ALL individual swimmers (except 15 and over) and swimmers on the two top relays. The sheets are collected and retained until the end of the season by the NBSL representative so that any questions or missed times can be checked. Event sheets can be disposed of after the conclusion of the season.

## **Scorers:**

Each team must supply at least one scorer. The scorer should have their team roster, their team extra heats and 2 copies of their lineup (1 for home scorer, 1 for away scorer). The home team should have filled out swimmer's event sheets for their official events and combined extra heats when appropriate. A box with pencils, pencil sharpener, pens, scotch tape, double sided tape, scissors, a stapler and highlighters is recommended.

The area immediately adjacent to the Scorer's table shall be off-limits to all persons other than the Starter/Referee, Runner, Scorers and Announcer, or Coaches who are there for the purpose of obtaining the meet score. Persons designated to submit roster changes may not remain at the Scorer's table. Violators of this rule are subject to expulsion from the meet.

## **Prior to the Meet Start:**

- Home and away Scorers should be at the scorer table by 5 PM and no later than 5:30 PM.
- Coaches must submit their official lineup to the scorer by 5PM with official swimmers recorded and alternates listed on the official lineup. The Head Coach must notify the scorer of any changes by 5:45 PM, at that time the lineup becomes official. Coaches or NBSL reps must notify the scorer of the intent to use an alternate two events prior to the start of that event.
- The two copies of the lineups should be stapled or taped together so that each team has a complete lineup for both teams.
- A roster of all eligible swimmers must be present at each dual meet. The roster must include swimmer name, swimmer gender and age as of June 1st. The roster must be available at the scoring table by 5:45 PM on the day of the dual meet. If a roster is not made available at the dual meet, the team may be penalized 7 points. If the roster contains fraudulent information, the team will automatically forfeit the meet and may be imposed additional penalties for the remainder of the year.
- Names should be copied onto event sheets for official and extra heats.
- For extra heats, every effort should be made to fill lanes to minimize the number of extra heats, but no swimmer should swim alone. This may result with one team using all of the lanes in some cases.

## **During the Meet:**

As event sheets come in from the runner:

1. Check the order of finish from the place judges and record on the event sheet.  
If place judges disagree, go to times only for those places that do not agree. Bring any questions immediately to the Referee's attention.
2. Record any DQ's from the officials DQ cards
3. Assign the points to official swimmers.
4. Staple DQ's and place judge forms to each event sheet.

## **On the Official Lineup:**

- Record time and place for official swimmers in each heat. Unofficial swimmers will not be assigned a place.
- Record point scores after each event in a cumulative order so that the final score will be immediately available at the end of the meet.
- One team may take the points for both first and second place in both individual and relay events. If a team has three swimmers (or relay teams) in a race they may only take points for two places, since there are only 2 official entries per team per event.
- Points:

Relays: First place: 5 points	Individuals: First place: 5 points
Second place: 2 points	Second place: 3 points
(one team can win all relay points)	Third place: 1 point
	(one team <b>cannot</b> win all individual points)
- Record disqualifications (place a DQ in the place column). Scorers cannot reject or throw out any disqualifications. See the Meet Referee for any discrepancies.
- At the end of each page of the lineup, the score should be checked with the opposing team's scorer to make sure that they agree before the page is turned.
- Record Pool and Team records as needed. Pass records on to the announcer to announce at the meet (please check with the home pool NBSL rep as how best to handle announcing records). Each team should keep a record of pool and team records and check it against times at the meet.
- Give finished event sheets to Ribbon Writers.
- The home team should record names on the multiple winner's sheet.
- Results of each event are only official when they have been recorded by the scorer of both teams.
- Cumulative score can be announced and/or posted at the end of each stroke, or at the end of the meet.
- The **Home Team** shall be responsible for delivering the Meet Summaries to the News Journal.

### After the meet:

- After all of the times and points are recorded and the score agrees, inform the announcer of the final score.
- Make sure that the News Journal information (multiple winners, pool records and final score) is recorded on the sheet and give this sheet to the home team NBSL Rep to report to the News Journal.
- Copies of times should be given to coaches. Official lineups and event sheets should be kept until after the conclusion of Championships at which time they may be discarded.

### **Practice Example for Order of Finish.**

First go by place judge sheet. If place judges disagree, use recorded times only for those swimmers where there is a disagreement. (ex. Placed judges agree on 1<sup>st</sup> place and 4<sup>th</sup> place swimmers but disagree on 2<sup>nd</sup> and 3<sup>rd</sup> place. Use times to determine who was faster only for the 2<sup>nd</sup> and 3<sup>rd</sup> place swimmers, 1<sup>st</sup> and 4<sup>th</sup> place swimmers remain intact.)

When the place judges do not agree the places that do not agree should be decided by time, not by modified ballot or other calculation.

If the place judges determine places as below and times are recorded as below:

Place Judge 1: 3,4,2,1

Place Judge 2: 3,4,1,2

Times: Lane 1: 31.8  
Lane 2: 31.7  
Lane 3: 30.8  
Lane 4: 30.7

Places should be awarded as follows: 1<sup>st</sup> place and second place are rewarded as Lane 3 first place and then Lane 4 as determined by the place judges, as place 3 and 4 disagree, the times determine that Lane 2 receives 3<sup>rd</sup> place and Lane 4 4<sup>th</sup> place.

### **Alternates.**

- One alternate is permitted per event. In an individual event, the alternate can swim for either official swimmer. If a swimmer is listed as an alternate for an official event, this counts as one of their two official events. For instance if Mary is the alternate for the 50 Free, she will only be allowed to swim in one other official heat, even if she is not used as the alternate in this event.
- The coach must inform the scorer 2 events prior to the start of that event if an alternate will be used, after which no changes are permitted.
- The same alternate may not be assigned to more than 1 relay team per event. If a swimmer is listed as an alternate for an relay (either freestyle or medley) event, this counts as their official entry in their event. Mary is the alternate for one relay team in the freestyle relay. Even if she is not used as an alternate Mary cannot be listed as an official swimmer for the second relay.
- Failure to comply with any of these rules will result in a disqualification of that entry.
  - a. If a team has 2 swimmers in the first heat, one or two other swimmers can serve as the alternate for either swimmers in individual events, but this counts towards the alternates official entries. (i.e. if you are an alternate in an individual event it counts towards your limit of 2 or 3 individual official swims.)
  - b. Each relay needs its own alternate; this swimmer cannot be on any official relays as being an alternate counts as an official event.

### **Extra heats:**

- All Extra heats will be labeled as the number of the event with a letter of the alphabet next to it starting with A and then B, etc. So the extra heats for event 15 would be 15A, 15B, 15C, etc.
- Events may be combined (boys and girls and/or different age groups) upon mutual agreement of the coaches of both teams. However, races of different lengths or different strokes should not be combined.
- When Extra heats are swum, they should be swum after the Official Heat of that event.

## **Reporting results**

Home Team is responsible for reporting scores to the News Journal. Email should be sent to [sports@delawareonline.com](mailto:sports@delawareonline.com)

Deadline for submitting results is Wednesday at 6PM for publication in the next week's Thursday's Crossroads editions. Those submitting results should include a phone number where they can be reached in case questions arise.

Format should be.....

Date of Meet

Winning Team Score, Losing Team Score

Triple Winners: Team Name; Swimmer's name (First initial and last name), separated by commas; Other team name; follow same format.

Double Winners: Team Name; Swimmer's name (First initial and last name), separated by commas; Other team name; follow same format.

### **Team Warm-ups:**

Each team shall be allocated a 30-minute warm-up period beginning approximately 60 minutes prior to the start of the meet. The home team shall take the first warm-up period unless changed by both head coaches and communicated ahead of time. A lifeguard must be in the stands for the entire warm-up.

### **Weather issues:**

Postponement of a Meet due to weather before its scheduled start is the decision of the Home Team NBSL Representative, after consultation with the Visiting Team NBSL Representative; after the Meet has begun, it is the decision of the Referee, along with the home and away team NBSL representatives whether to halt a Meet. In the event of a postponement, meets should be rescheduled for the following evening. In the event that this is not possible the NBSL Representatives of both teams must agree on an alternate date.

If a team's NBSL Representative determines that a meet cannot be held at the home pool the meet can be rescheduled to the away team's pool. Responsibility for officiating and provision of concessions will remain as if the meet were being held at the originally designated home pool.

If a meet is partially completed when a postponement is necessary, the meet will be resumed at the same point on the rescheduled day. All meet information (rosters, event sheets, lineups, etc.) should be retained by the Referee, or his designate, who shall have sole access to them. All other rules will apply to the continued meet, e.g., each swimmer may only swim their allowed number of official events for the total meet.

If a meet is partially complete when a postponement is necessary, both Team Representatives and both Head Coaches may decide to "call" the meet rather than postpone the meet. This may be the appropriate decision when there are only a few events not completed. If it is agreed to "call" the meet, the final score for the meet and all age groups will be the score at the point the meet is "called" (unless agreed otherwise between the competing Teams).

## **What should swimmers do when lightning or thunderstorms occur?**

It is recommended that all swimmer's evacuate the water. Lifeguards and facility employees should direct the evacuation. They can stay on deck or seek shelter. Swimmer's should not leave until a decision is made about postponing the meet.

It is recommended that swimming pools be cleared at the first sound of thunder or first sight of lightning and 30 minutes should lapse after the lightning and thunder stop before swimmers get back into the water.

Check the following sites for more information regarding lightning safety and indoor/outdoor pools:

- **National Oceanic and Atmospheric Administration, National Weather Service:**  
[http://www.weather.gov/om/wcm/lightning/ams\\_lightning\\_rec.htm](http://www.weather.gov/om/wcm/lightning/ams_lightning_rec.htm)
- **National Lightning Safety Institute:**  
[http://www.lightningsafety.com/nlsi\\_pls/swimming\\_pools.html](http://www.lightningsafety.com/nlsi_pls/swimming_pools.html)  
[http://www.lightningsafety.com/nlsi\\_pls/indoor\\_pools.html](http://www.lightningsafety.com/nlsi_pls/indoor_pools.html)

## **Ribbons writers:**

Please make sure both teams are aware of ribbon writing procedures at the home pool. If the home team is supplying the ribbons please defer to their guidelines or work out a compromise.

## **Recommendations:**

The home team is expected to provide ribbons for each individual event swum (except 15 and older) and for the first two relays in each age group. Please discuss any changes from this with the NBSL rep or swim team parent. If you choose to give ribbons to your 15 and over swimmers you can choose to do that.

Each pool has slightly different methods. Please fill out this form and leave it at the ribbon writing table as a guideline.

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## **Our Ribbons:**

- Have printed labels that are filled in by ribbon writers
- Must be written out entirely by hand

**Places:** The scorers will determine the places for point purposes. The ribbon writers may decide to follow this order (with unofficial places finishing last) or allow the actual finish place to determine ribbon color.

This needs to be agreed upon before the beginning of the meet.

Please choose from the following scenarios:

- Please award the ribbons in order of official places, then unofficial (i.e. unofficial swimmer who wins race gets 5th place)
- Please award the ribbons on actual finish order. (i.e. unofficial swimmer who wins race gets 1st place)
- Please award the ribbons for official finishes then allow for unofficial swimmers who finish first or second to be awarded a second blue or red ribbon (i.e. first official swimmer gets 1st, unofficial swimmer gets a second 1st ribbon)

If you are swimming a pool much larger than yours and you do not feel you can afford financially to provide all the ribbons, please contact them and you may be able to work out some sort of reimbursement from them.

## **Ribbon Writing Help:**

### **Places to buy ribbons:**

- Hodges Badge Company: Call Toll Free: 1-800-556-2440 • On-line: [www.hodgesbadge.com](http://www.hodgesbadge.com)
- Order ribbons before mid-February and get a 10% discount.  
Ribbons will be shipped closer to your meet dates.  
Larger orders qualify for discounted ribbons.

**Labels for ribbons:**

Labels may be printed before the meet and stuck on the ribbons for the official and/or extra heats as below. Templates can be found at [www.NBSLswim.org](http://www.NBSLswim.org).

Name: \_\_\_\_\_

Meet: TIMBERLANE @ CRESTVIEW

Date: 07/17/07

Event: #101 06U BOYS 25 FREE

Place: 1ST

Time: \_\_\_\_\_

**Organizing Written Ribbons:**

Each team may use a large plastic file holder. Each family may get a hanging folder with their name on it. The ribbons are put in each folder by the ribbon writers at the meet and the swimmer can pick them up the next day at practice.