

North Brandywine Swim League Inc

Dual Meet Procedures

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NBSL Dual Meet Order of Events

1	6 & U 25 Freestyle	35	10 & U Boys 25 Breaststroke
2	6 & U Girls 25 Freestyle	36	10 & U Girls 25 Breaststroke
		37	12 & U Boys 50 Breaststroke
3	10 & U Boys 100 Medley Relay	38	12 & U Girls 50 Breaststroke
4	10 & U Girls 100 Medley Relay	39	14 & U Boys 50 Breaststroke
5	12 & U Boys 200 Medley Relay	40	14 & U Girls 50 Breaststroke
6	12 & U Girls 200 Medley Relay	41	18 & U Boys 50 Breaststroke
7	14 & U Boys 200 Medley Relay	42	18 & U Girls 50 Breaststroke
8	14 & U Girls 200 Medley Relay		
9	18 & U Boys 200 Medley Relay	43	8 & U Boys 25 Backstroke
10	18 & U Girls 200 Medley Relay	44	8 & U Girls 25 Backstroke
		45	10 & U Boys 25 Backstroke
11	6 & U Boys 25 Breaststroke	46	10 & U Girls 25 Backstroke
12	6 & U Girls 25 Breaststroke	47	12 & U Boys 50 Backstroke
		48	12 & U Girls 50 Backstroke
13	12 & U Boys 100 Individual Medley	49	14 & U Boys 50 Backstroke
14	12 & U Girls 100 Individual Medley	50	14 & U Girls 50 Backstroke
15	14 & U Boys 100 Individual Medley	51	18 & U Boys 50 Backstroke
16	14 & U Girls 100 Individual Medley	52	18 & U Girls 50 Backstroke
17	18 & U Boys 100 Individual Medley		
18	18 & U Girls 100 Individual Medley	53	8 & U Boys 25 Butterfly
		54	8 & U Girls 25 Butterfly
19	6 & U Boys 25 Backstroke	55	10 & U Boys 25 Butterfly
20	6 & U Girls 25 Backstroke	56	10 & U Girls 25 Butterfly
		57	12 & U Boys 50 Butterfly
21	8 & U Boys 25 Freestyle	58	12 & U Girls 50 Butterfly
22	8 & U Girls 25 Freestyle	59	14 & U Boys 50 Butterfly
23	10 & U Boys 25 Freestyle	60	14 & U Girls 50 Butterfly
24	10 & U Girls 25 Freestyle	61	18 & U Boys 50 Butterfly
25	12 & U Boys 50 Freestyle	62	18 & U Girls 50 Butterfly
26	12 & U Girls 50 Freestyle		
27	14 & U Boys 100 Freestyle	63	8 & U Boys 100 Free Relay
28	14 & U Girls 100 Freestyle	64	8 & U Girls 100 Free Relay
29	18 & U Boys 100 Freestyle	65	10 & U Boys 100 Free Relay
30	18 & U Girls 100 Freestyle	66	10 & U Girls 100 Free Relay
		67	12 & U Boys 200 Free Relay
31	6 & U Boys 25 Butterfly	68	12 & U Girls 200 Free Relay
32	6 & U Girls 25 Butterfly	69	14 & U Boys 200 Free Relay
33	8 & U Boys 25 Breaststroke	70	14 & U Girls 200 Free Relay
34	8 & U Girls 25 Breaststroke	71	18 & U Boys 200 Free Relay
		72	18 & U Girls 200 Free Relay

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Creating Dual Meet Entries

For detailed instructions to create entries for dual meets use this **Swimmingly Clubhouse link**: <https://support.swimmingly.app/how-to-complete-meet-entries>

Step 1: Navigate to the swim meet you want to merge the heat sheet for

Step 2: Begin Editing Entries for the swim meet

Dual Meet Procedures

1. Equipment Needed for Dual Meets

Lanyards

Mobile devices

iPad

Electronic Starter or Starter's gun and whistle

Place judge pads, Relay takeoff cards

Electronic access to the most recent USA Swimming Rules and Regulations, related to Stroke and Turns unless otherwise stated in the NBSL Rules.

Lane dividers to separate each available lane within the competition pool.

Backstroke flags

Starting blocks are recommended

Electronic access to the NBSL League Rules for the Current Year

2. Minimum Number of Officials Needed for Dual Meets

One (1) Referee (can hold other meet position)

One (1) Starter

Two (2) Stroke and Turn Judges (one from each team)

Two (2) Place Judge (one from each team)

Timers two (2) per lane (one from each team)

One (1) Announcer (home team)

Two (2) Scorers (one from each team)

Minimum of Two Ribbon Writers (one from each team, if ribbons are completed during the meet)

Optional: One (1) Back up Timer/Runner (home team)

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3. Steps in Running a Dual Meet

Meet Schedule

- The meet schedule will be created by the NBSL Executive Board and approved by the member pool representatives via a majority vote prior to the season start.
- A league representative will add the meet schedule into the Swimmingly Clubhouse.
- The standard dual meet event order will be entered into the Swimmingly Clubhouse.

Roster

- A roster of all eligible swimmers must be entered into and managed by the Swimmingly Clubhouse.
- Must include swimmer name, swimmer gender and age as of June 1st.
- Must be managed by a team representative (i.e. coach, NBSL rep, team parent)
- 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.

Lineups

- Both the Home and Away Coaches must complete lineups in the Swimmingly Clubhouse by **5:15 PM** on the day of the meet.
- Home Coaches or Representatives shall merge the official lineup, by 5:15 PM.
- The line up will be locked and no changes will be permitted after 5:15 PM.
- **The home team may print a minimum of 2 copies of the merged lineup for the scorer's table.**
- **The official merged lineup marked "ORIGINAL" overrides all other documents. (To be used in the event of a rescheduled meet or glitch in the system.)**

Alternates

- **Any non-scoring swimmer in the event may be considered an alternate, unless that swimmer will exceed the allowed number of individual events or relays. A swimmer marked as 'exhibition', in the meet lineup cannot be used as an alternate.**
- **If the meet has not started the lineup may be amended based on the new availability of swimmers. If the meet has already started, lineups can be unmerged to add or delete swimmers based on new availability only. New swimmers can only fill vacancies, not replace swimmers already on the lineup. These changes will be made at the scorers table prior to the start/restart of the meet.**

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Event Start

- Before the meet begins, the Starter will do a test event with the timers to make sure all devices are working properly.
- The Starter gives the swimmers instructions and then the starting signal and simultaneously starts the time with the Swimmingly app.
- Timers, using the Swimmingly app, stop their time on their mobile device, upon swimmer finishing race by touching the wall with any part of their body.
- The two place judges manually complete the results on the given cards.
- The Headtimer/Runner then returns the Place Judge slips to the Scorer's table.
- The Stroke and Turn judges enter any infractions in the Swimmingly app.
- The Scorer reviews and solves for any flags or place judging discrepancies within the Swimmingly scorekeeping app on the iPad.
Note: To save time, the Announcer should announce the next event while the swimmers in the current event are swimming their last lap.

Practice/Friendly Meet (Not sure if this is needed or not)

- Each pool may schedule a meet against another pool as a friendly or practice meet.
- Times(ONLY) attained at the NBSL sanctioned practice/friendly meet may be counted towards NBSL Championship meets **eligibility** and pool and team records.
- Team scores will not be announced during, or at the end of the practice/friendly meet unless agreed upon by both pool's NBSL Representatives.
- The score of the Friendly Meet should NOT be reported to the News Journal.
- Each pool should follow the rules in their division regarding number of official swims.

Swimmingly Resources Swim Meet Help Guide version 10.

- [Swimmingly® App Help Guide V10.pdf](#)
- Help Center <https://support.swimmingly.app>
- Swimmingly Swim Meet Cheat Sheet pdf and QR code for Swimmingly app and SwimminglyFan app can be found in the Swimmingly Clubhouse Meet Schedule in the Swim Meet Resources dropdown on the right hand side.

Swimmingly Swim Meet Preparation Before the Meet

- Make sure the volunteer's devices are updated to Apple's iOS 15 (iOS 12-14 are still supported) operating system.
- Double check your Scorekeeper iPad's iOS is updated before the season begins. Updating the iPad's OS can take a while, do not wait until the day of your swim meet to update your iPad's OS. iOS and Android device compatibility can be found here: <https://swimmingly.app/device-compatibility>
- Make sure the volunteer's devices are updated to the latest version of **SWIMMINGLY®** version 11.0.2

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- Make sure all devices are fully charged. Make sure your Swimmingly portable chargers are fully charged.
- Starter Kit Checklist:
 - Swimmingly® Lanyards
 - Portable charger(s)

Very important, for all devices, in your settings, make sure your bluetooth, cellular data, and WIFI networks are enabled and put devices in Do Not Disturb mode to avoid notifications.

Swim Meet Set Up

(SCOREKEEPER ONLY) Select the SCOREKEEPER role.

- If it is not already enabled, tap to **enable** your iPad's **location services**. This is done so the iPad can retrieve the WIFI information in-app. § Choose 'While using the app'
- If it is not already enabled, tap to **enable** '**local network access**' so your device can communicate with other local devices on the Swimmingly® app.
- You must enable both location services and local network access before proceeding. Enabling these features does not share any sensitive data with the Swimmingly® app.
- **Make sure you re-sync your Scorekeeper's Meet Schedule before your swim meet. This can be done at any time, by logging in (below), from any Wi-Fi with an internet connection.** You'll receive a friendly reminder before you login with the last time you sync'd your iPad with your Clubhouse's meet schedule. Always re-sync the day of the meet by connecting to any internet connection, then login, to re-sync your meet schedule before the big day.
- **Enter the Club ID and Starter Key info (found in your clubhouse. Double check your Starter key in the Clubhouse for accuracy.)** You must be connected to the internet on this step to sync with your latest meet schedule changes. Otherwise, the app will allow you to proceed offline with the last sync that previously occurred.
- **Wait until all your meet(s) have updated, then > Select your meet.**
 - Additionally, confirm the clubs in the swim meet are accurate as well as the event order.
 - **Once the Scorekeeper has downloaded the swim meet(s), you will NOT need to connect to the Internet again. PLEASE ENSURE THE MEET SCHEDULE IS UP TO DATE. If you are not sure, go back and complete the previous step.**
- Call for a Judges and Timers meeting 30 minutes prior to the meet starting. Have all volunteers Huddle by scanning the QR code displayed on the Scorekeeper's iPad.

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- Best practice: The huddle should take place at the Scorekeeper table. Shaded tent(s) for this area is recommended.
- Make sure everyone's device is on iOS 15 and has the correct version of the Swimmingly® app downloaded v 11.0.2
- Select devices may still be on iOS12-14 or older OS versions of Android. Check the device compatibility should already be covered above in the 'Before the meet' section. All devices must be on Swimmingly v 11.0.2 to be compatible during the huddle.
- Select your role as the Starter, Timer(s), or Judge(s). The app will allow only 1 Starter at any given time in a swim meet.
- ALL ROLES-After you select your role:
- Tap To Enable Your Device's Location Services (required). This is done so the device can retrieve the WIFI information in-app. § Choose 'While using the app'
- Tap to **enable 'local network access'** so your device can communicate with other local devices on the Swimmingly® app.
- You must enable both location services and local network access before proceeding. Enabling these features does not share any sensitive data on your device.
- **Important.** At your leisure, to avoid any alerts (pop up notifications), like phone calls, enable 'Do Not Disturb' on your device during the swim meet.
- **Important.** SCOREKEEPER: You can login again with your Club ID and Starter Key. Doing so will recall your already downloaded meet schedule. If you need to re-sync your meet schedule with the Clubhouse, see "Swim Meet Setup" above.
- Tap into the Swimmingly® app and select your role
- After enabling location services & completing all instruction stated above, Select "Ready to Huddle"
- Scan the QR code displayed on the Scorekeeper's ipad. This will synch your device into the meet that is about to commence.

PRE-HUDDLE QUICK CHECKLIST for STARTER, TIMERS, AND JUDGES

1. Open the app & ensure you're on Swimmingly **11.0.2**
2. Select your role & **enable location services & local network access:**
3. Enable '**DoNotDisturb**' on your device located in your iOS or Android settings.

2d. Duties of Officials

Coaches, Assistant Coaches, Swimmers, etc., of either competing team shall not be eligible for

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official duties.

1. **Meet Director/Referee.**

- a. Shall be supplied by the home pool.
- b. The Referee is in charge of the entire meet, over the coaches, officials, spectators and swimmers. In the case of no assigned Referee, the home team NBSL Representative or designee shall be the Referee. The Referee should have an understanding of USA Swimming Rules governing strokes and turns.
- c. The meet Referee must be announced over the loudspeaker before the meet begins. In advance of the meet start the meet, referee shall be communicated to the away team.
- d. Ensure pool is setup properly. Starting blocks, lane lines, flags, etc.
- e. Determine (and inform) how dual confirmation of relay takeoffs will be determined.
- f. Ensure all officials are at their proper positions for the duration of the meet.
- g. Settle all disputes. The Referee has the discretion to rule on all decisions especially when stroke and turn judges disagree.
- h. Collaborate on postponements due to any/all circumstances including weather and the time and place to resume the meet.
- i. Ensure lifeguard is in place on lifeguard stand during warm-ups and available during meets. However, it is also recommended that a lifeguard remain on the stand during the dual meet.
- j. Work to resolve any disputes related to stroke and turn infractions. If a mutual agreement cannot be made during the meet, follow the dispute resolution process as outlined above.
- k. Hold timers and officials meeting before the start of each meet, using the Timers and Officials Meeting Script.

2. **Starter**

- a. Has full control of the swimmers from the time they step up on the blocks until they begin the race.
- b. Notifies swimmers of distance and type of event.
- c. Calls the swimmers to the blocks. Uses the command “take your mark” and discharges a starting mechanism to begin the race.
- d. Determines false starts and shall disqualify swimmer after the second false start.
- e. False starts – swimmers will be recalled. Only the starter has the authority to disqualify a swimmer for a false start. Swimmers will not be disqualified for a false start if the starter does not recall the swimmers. *This is an exception to the USA Swimming Rules and Regulations.*
- f. Dual confirmation of false starts is not required. The starter will determine if there is a false start and communicate that to a stroke & turn judge.

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3. Place Judges

- a. Position themselves on the side of the pool at the finish end to adequately see the finish. Each place judge should be on a different side of the pool.
- b. Record race finish result on place sheet and give to runner/head timer.
- c. Must judge places for all lanes and heats, not just the official heats.
- d. For Relays
 - i. Determine if swimmer #3 leaves before swimmer #2 touches the end of the pool for ALL lanes for the 8 & U Freestyle Relay and the 10 & Under Medley and Freestyle Relays. Record early takeoffs. (The scorekeeper will determine if early take off was dual confirmed).
 - ii. For all other relays a place judge from each team will stand at the start end of the pool to determine if the next swimmer for each lane leaves the block before the finishing swimmer touches the end of the pool. All lanes will be judged by both officials and must be dual confirmed.

Note: How to watch for an early take-off:

Watch the feet of the swimmer on the starting block, after they leave the block look down to the incoming swimmer to see if they have touched the wall with any part of his/her body (this does not need to be the swimmer's hand).

4. Stroke and Turn Judges

- a. Shall have jurisdiction of all swimmers immediately after the starting signal.
- b. The pool will be divided in half with one team's official having jurisdiction over one side of the pool (i.e., Lane 1,2, & 3) and the other team's official having jurisdiction over the other side of the pool (i.e., Lane 4, 5, & 6).
- c. Must have a clear view of the entire pool, and walk the length of the pool to stay in proper position. If the set up of the pool prevents one official from walking the entire length of the pool, both officials will only walk as far back and forth along as the inhibited official is able to walk.
- d. The officials will watch their own lanes equally, even if there is no swimmer in one or more of their lanes. This helps to make sure all swimmers are judged equally.
- e. Determine the legality of each swimmer's stroke, turn and finish as per most recent USA Swimming Rule Book and NBSL modifications.
- f. If there are other officials in training, these officials may not make a separate call, nor may the two officials watch separate lanes, they must act as one official.
- g. Record all disqualifications on mobile device.
- h. For backstroke events, Officials are required to stand at the end of the pool where a swimmer is making a turn in order to clearly judge for correctness. Turns judged from the side of the pool or at a significant distance (i.e. more than 10 yards) shall not be eligible for disqualification. It is the Meet referee's responsibility to enforce this rule.

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- i. For 100 Relays
 - i. Judge and record relay takeoffs for #2 & #4 swimmer exchange, only for the following events:
 1. 10 & U 100 Medley Relay
 2. 8 & U 100 Freestyle Relay
 3. 10 & U 100 Freestyle Relay
 - ii. Determine if the departing swimmer leaves before the incoming swimmer touches the end of the pool for ALL lanes.
 - iii. Document infractions on mobile device.
 1. The scorekeeper will determine if early take off was dual confirmed.
 2. Early takeoffs must be dual confirmed in order for the infraction to disqualify the relay team (both judges must agree) Record which lane has the infraction and which swimmer your mobile device at the time of the infraction. After the race is finished, consult the other place judge for swimmer #3. Signal the disqualification by raising a hand. If both judges do not agree, there will be no recorded infraction. The stroke and turn official will then record a DQ for relay take-off.
5. **Lane Timer**
 - a. 2 timers for each lane, one from each swim team.
 - b. Timers should stand at the finish end of the assigned lane to best see the finish.
 - c. Timers will use a mobile device as the stop watch via the Swimmingly app. Timers do not have to start their device, only stop it.
 - d. Swimmers complete their race when any part of their body contacts the end wall.
 - e. After each heat, timers will input the 3 digit id # of the swimmer competing in their assigned lane.
 - f. If a lane timer does not record the finish time accurately, they shall notify the runner to let the scorekeeper know which time is inaccurate.
6. **Announcer**
 - a. Before the start of each heat (during the current heat), the announcer shall announce the event, lane, and name of swimmer and swim team affiliation of each competitor.
 - b. At appropriate intervals, announcer shall announce the running score.
 - c. Announcer may make any other announcements as requested by the Home swim team NBSL Representative or the Pool Management.
7. **Scorers**
 - a. A minimum of one scorer, from each team shall be designated.
 - b. An Ipad must be used to utilize the scorekeeping role via the Swimmingly app.
 - c. Confirm the proper scoring configurations must be set prior to the start of each meet with the Swimmingly App. Individual events score 5 points for first, 3 for

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- second and 1 for third, with the first heat being the only scoring heat of each event. Relays score 5 for first and 2 for second. 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 first and second place, since there are only 2 official entries per team per event.
- d. Swimmingly uses times to determine places. Place Judge cards will only be reviewed if there is an error/discrepancy flag within the heat as displayed in the Scorekeeper's iPad., or if a coach challenges the finish of the race. In that scenario, if BOTH place judges disagree with the finish as assigned by the times, the scorekeeper will manually adjust the results to align with the place judges. Only the places where BOTH place judges disagreed swimmingly placement will be changed. For example, if the place judges disagree on 1st and 2nd place, but agree on 3rd and 4th place, times are used to determine the winner of 1st and 2nd place only. The 3rd and 4th place swimmers stay as designated by the place judge. A faster time by swimmer 3 does not change their order of finish.
 - e. In the event of a tie for a specific event, the points must be split. Add up the total points for both places and split them between the two teams or individuals. For example, if 2 swimmers tie for first place, add the points for 1st place and the points for 2nd place together and divide by 2. This is the points given to each swimmer or relay. The next swimmer would be given 3rd place. The total amount of points awarded in an individual event cannot exceed 8.
 - f. Place judges and officials will be judging relay takeoff. These must be compared and dual confirmed early takeoffs will be recorded as a disqualification of that relay team by the scorekeeper.
 - g. Scorers are not to reject or throw out any disqualifications without approval of the Referee.
 - h. Disqualifications are automatically recorded in results via Swimmingly app input from Stroke and Turn Judges. The scorekeeper should not override.
 - i. Record Pool and Team records.
 - j. Print ribbon labels for Ribbon Writers periodically - during or after the meet, within 24 hrs.
 - k. Publish results through Swimmingly at the end of the meet.
 - i. The Home Team shall be responsible for delivering the Meet Summaries to the News Journal. Please provide the first initial and last name on all entries. Meet Results should also be emailed to the NBSL to be published on the website within 3 days of the completed meet.
 - ii. Team scores may be announced at each stroke change, or as agreed upon by the two pool's NBSL Representatives. In the case of one team winning by a large margin, the actual score does not need to be read, simply which team won.
 - iii. Home team will determine whether or not the score will be displayed in the Swimmingly Fan app during the meet.
 - iv. The only people who are allowed to approach the scorer's table are the

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NBSL Representatives, coaches, and officials.

I. **Back Up Timer/Runner**

- i. If used, duties will be assigned by the NBSL Representative as needed.

2e. Stroke & Turn Rules (USA Swimming)

Please refer to most current published *USA Swimming Rules and Regulations*, available @ USASwimming.org.

- **For Relays, Swimmer order is no longer a disqualifying infraction.**

2f. Scoring Table Meet Guidelines

- a. Scorekeepers have no responsibility to deal with lineups prior to the start of the meet other than to provide assistance to the coaches or representatives to make changes in the Swimmingly clubhouse prior to the final lock time.
- b. 5:00 PM: Scorers should arrive at the scorer's table. The lineup is merged at 5:15.
- c. 5:15 PM No more changes will be allowed to the official lineup.
- d. 5:15 PM the merged lineup will be made available to the announcer for the start of the meet.
- e. 5:30 PM Meet Referee shall call for head timer, lane timers, and officials to review meet guidelines.
- f. Scorers Table: List of official swimmers, home team provides 2 printed copies, one for each team's scorer. Includes all events and all official and unofficial swimmers. If your pool does not have a printer, please make the other team aware beforehand.

2g. Results Reporting

The Home Team is responsible for reporting the following information to the News Journal and to the NBSL. This report should be sent as soon as possible after the meet.

1. New Journal Reporting
 - a. Send an email to scores@delawareonline.com
 - b. Please submit the results in a timely manner so that the News Journal can report them and the results can be put up on the website. Those submitting results should include a phone number where they can be reached in case questions arise.
 - c. The format must be...
 - Date of Meet
 - Winning Team Score, Losing Team Score
 - Triple Winners (Blue Division only): Team Name; Swimmer's name (First initial and last name), separated by commas; other team name; follow

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same format.

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

2. NBSL Reporting

- a. A copy(cc) of this email report must also be sent to the NBSL website at nbslswim@gmail.com. The NBSL will post team scores only.
- b. Please submit your score within 3 days of your meet.

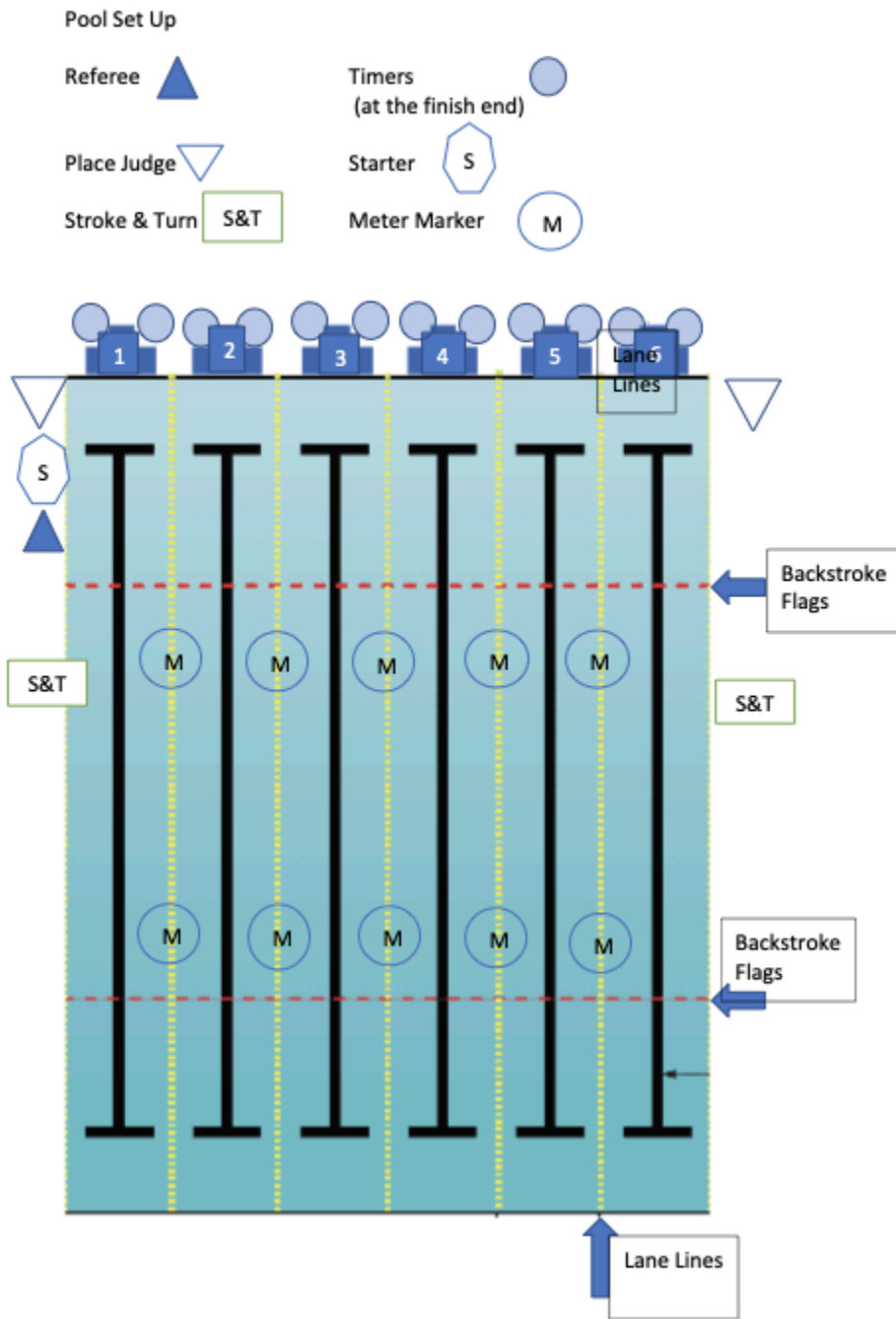
3. Special Scoring Circumstances

- a. Please score the meet all the way through to the last event.
- b. In the event that the dual meet score does not reflect the entire meet's score, please include that information with the score when reported to the NBSL for publication.

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2h. Pool Setup and Official Placement



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Backstroke Flags <ul style="list-style-type: none">• 5 yards from each end wall in yard pools and 5 meters from each end wall in meter pools• 7' above water surface• At least 3 flags over each lane that are 2 or more alternating colors	Starting Blocks <ul style="list-style-type: none">• No more than 30" above water surface• Platform edge flush with edge of pool• Platform 23"x20"; maximum slope 10 degrees• Lane numbers visible to competitors and officials
Lane Dividers (Lines) <ul style="list-style-type: none">• Floats from end walls to backstroke flags• Must be distinct from other floats	Water Conditions <ul style="list-style-type: none">• Water Depth 4'• Water Temp 77-82.4 degrees F
15 Meter Mark <ul style="list-style-type: none">• Clearly designated on lane line• Visible to competitors and officials	Lap Counters N/A