



**BC Summer Swimming Association**  
SWIMMING | DIVING | WATER POLO | SYNCHRO

# BCSSA Meet Manager Clinic

BC Summer Swimming Association  
Officials Certification Program

# BCSSA Official's Certification

- Level 1 – Junior Pin (Green)
  - Lane Timer & Lane Recorder, Marshal & Understanding of Stroke and Turn
- Level 2 – Intermediate Pin (Red)
  - S&T, Recording Office, 2 of the following: Head Timer, Clerk of the Course or Electronics
- Specialist Pin (Orange)
  - Any of: Clerk of the Course, Hy-Tek, Meet Manager, Chief Meet Recorder or Electronics
- Level 3 – Senior Pin (Light Blue)
  - All Level 2 plus Starter, Referee, Meet Manager, DDO and CMR
- Level 4 – Master Pin (Navy Blue)
  - Evaluated by the Provincial Dir. Of Officials & Written Exam



# Philosophy and Behaviour

## ▣ **Swim Meets are for swimmers**

- ▣ Be as inconspicuous as possible.
  - Avoid being militant or officious
  - Lead by example
  - Be approachable
  
- ▣ You will earn the respect of swimmers and coaches by being responsible, competent and knowledgeable.
  
- ▣ You must continue to keep up with rule changes (attend a clinic each year to keep up to date).

# Philosophy and Behaviour

- Rules and guidelines exist to regulate fair play, and to prevent the unfair advantage of one competitor over the other.
- You are there to ensure fairness; **no unfair advantage.**
- You are also there to provide learning and instruction to swimmers (the errors you point out are the areas the coach will focus on in future practices).
- **Always give the benefit of the doubt to the swimmer.**

# Philosophy and Behaviour

- Take advantage of conflict resolution and harassment clinics when they are held in your region.
- Be familiar with the BCSSA Harassment policy.

# BCSSA Harassment Policy

- ▣ ***There will be no tolerance of harassment within the BC Summer Swimming Association.***
- ▣ The BC Summer Swimming Association is committed to providing a sport and work environment in which all individuals are treated with respect and dignity.
- ▣ Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

# Meet Manager....



# Overall Job Description

- Responsible for the organization details of the meet.
- Shall be responsible for obtaining and assigning all officials to their duties. All appointments shall be subject to the Referee's ratification.
- Shall be responsible for the dissemination of all meet information.
- Shall be responsible for seeding all pre-seeded meets.
- Shall be responsible for the preparation of entry lists and/or heat sheets and have them available prior to the start of each session.
- Shall be responsible for issuing official results.
- Shall be Chairperson for the Jury of Appeal for the meet.



# Commitment

- Focuses on managing meets, not performing specific tasks: Delegate
- Prior to taking on the role, make a personal commitment:
  - Availability of time (throughout pre-meet period, during meet and for follow up)
  - Ability to delegate work to volunteers, maintain teamwork and adherence to timelines
  - Ability to monitor progress on multiple priorities

# Meet Options

## **In concert with Club Executives and Coach:**

- Time Finals, Preliminary Heats & Finals, Consolation Finals
- Traditional, Mixed Divisions, Mixed gender

# Establish a Meet Committee

## **At a minimum shall include:**

- Meet Manager
- Meet Referee
- Head Coach
- Head of Awards
- Head of Concession
- Head of Fund Raising
- Head of Sponsorship

# Sequence of Activities

- Organizing Meeting
  - Assignment of responsibilities
  - Team building
  - Reporting procedures
- Confirm facilities and services
- Budget
- Prepare Meet Package
  - Event listing
  - Qualifying standards
  - Specific information to that meet

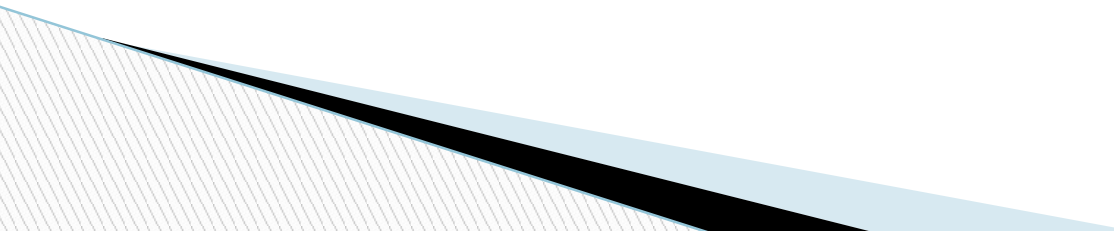
# Contents of Typical Meet Package

- Meet format, date of meet
- Facility name, location, and helpful information (parking, access, hotels)
- Starting times, warm up times, actual start time for sessions, heats/finals
- List of Meet Officials
- Hytek entries information
- Entry Limit (if any) and entry deadlines
- Qualifying times
- Format: time finals, heat and finals
- Age groups
- Pool details
- Scratches
- Scoring
- Awards
- Results
- Officials' Meeting
- Coaches' Meeting
- Event Schedule
- Deck entries
- Entry Fees
- Meet Rules, including starting and timing procedures

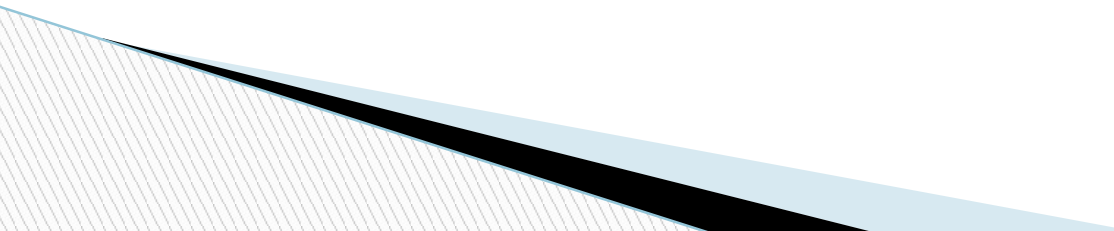
# Equipment

- Clip boards
- Pens/pencils
- Staplers
- Paper clips
- Elastic bands
- Starter's guns
- Stop watches
- White Board for Officials sign up
- Extra entry cards, scratches, relay cards, DQ's form, protest forms
- Duct tape
- Printers
- Laptops with router
- Masking tape
- Paper
- Calculator
- Signage for results posting
- Photocopier
- Printer cartridges
- Extension cords

# Officials Meeting

- Discuss any changes to the meet as well as highlights
  - Referee to discuss jurisdiction of Stroke & Turn judges, DQs procedures.
  - Referee to review strokes scheduled for the day
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# Coaches Meeting

- Discuss any changes to the meet as well as highlights
  - Discuss working deck, traffic flow, where coaches can speak to swimmers
  - Marshalling procedures
  - Timeline for scratches, relays entries
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# Jury of Appeal

- Meet Manager acts as the Chairperson of the Jury should there be a written protests
  - Select 3 - 5 most senior officials to serve as members of the jury (members should not be involved in the protest)
  - Deal only with the matters being protested
  - Interview all involved officials and/or coaches to make an objective decision
  - Direct the jurors to consider all pertinent facts
  - Be decisive (i.e. make objective decisions as expediently as possible)
- The Chairperson does not have a vote
- The Chairperson does not express his/her opinion
- The Chairperson completes the report of the jury of appeal and informed the decision to the Protester and the Referee immediately

# Thank-You for Attending

- If you have any questions please ask the course conductor.
- Please ensure to have the conductor update your Yellow Official's Certification card.



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