

SUBURBAN SWIM LEAGUE  
**CONDUCT OF MEET GUIDELINES - 2018**

**Officials / Workers:** The following officials & workers should be selected before arriving at the pool:

- *Lifeguard – required. SSL Rule 10.a.*
- Starter/Referee (Home team. Can be 2 people)
- Stroke & Turn Judges (usually 2 per team)
- Place Judges (1 per team)
- Timers (1 per lane from each team)
- Head Timer (home team, 1 or 2)
- Clerk of Course (Home team)
- *Clerk’s Helper (visiting team-1)*
- Runners (Home team, 1, 2, or 3)
- Scorers (2 per team)
- Announcer (home team)
- Safety Monitors (home team - 2)

The Referee should call a meeting of all Deck Officials, timers and place judges, **20 minutes before** the Meet starting time. *See Referee’s Checklist.*

**POOL / FACILITIES:** *(also see Referee’s Checklist)*

- Conduct a *Safety Check*.
- Rope off an area around the pool to: (1) isolate the scoring table and (2) provide an area along both sides and ends of the pool so that Officials can work without interference.
- Provide a **single Ready Bench area - away from the starting line** for swimmer check-in.
- Lane lines in, ladders out, backstroke flags, PA system, tables for scorers, starting pistol, watches.
- Provide an area for the Visiting team to assemble, which has easy access to the pool. Ask the visiting team to choose odd or even lanes for the meet.
- All events (except 100 yd. relays and 25 yd. backstroke) start in the **deep** end of the pool, into at least 4 feet of water.
- The 100 yard Relays **MUST** start in the shallow end. **In-water** starts required for 1st & 3rd swimmers.
- The 25 yd. *Backstroke* should also be started in the shallow end, after the break.
- No one except the competing swimmers should be allowed in the pool during the Meet. No one should be permitted in the diving or wading areas during the meet.

**READY BENCH / STARTING LINE PROCEDURES:** designed to *SAVE TIME*.

- The **Announcer** calls swimmers to the **Ready Bench**, which is away from the starting line.
- Names are checked and lanes recorded at the **Ready Bench** by the **Clerk of Course** (or rotating Runners; ~~or Head Timers; or Referees~~) **while the previous event is in the water**.
- Swimmers are escorted to the starting line **AFTER** the previous event is **finished**. They may be taken to a location *near* the starting line to *wait*, which clears the Ready Bench for the next event.
- The new **event card** is exchanged for the event card of the previous event, which is taken to the scorers’ table. Head Timers should confirm and record any lane changes that occur at the starting line.
- **The Referee should verify that empty lanes are supposed to be empty.**
- The **next event** is called to the Ready Bench as soon as the previous event leaves.
- Swimmers must leave the starting area **immediately** after their event is completed.
- **No one should be permitted to “loiter” in the starting area, unless they are a timer, official, or swimmer, whose event is in progress.**

**UNOFFICIAL HEATS:** Please see *Guidelines for Unofficial Heats and SSL Rule 8t*.

**SCORING PROCEDURES:** Also see *SSL Rule 9*.

To help the Scorers, coaches should try to submit the Rosters 30 minutes before the meet whenever possible. However, Rosters must be submitted to the scorers' table *no later than **15 minutes*** before the scheduled start time of the meet. Each coach must submit **two** copies of his Team's Meet Roster, one of which is marked **Official** and is given to the opposing team's scorers. Each coach will also submit one copy of the "*Unofficial Heat Roster*".

Scorers should transfer the names of the swimmers in each event from the Meet Roster to the Event Cards. **Scorers shall NOT assign lanes to the swimmers.** After the event is announced, the Event Card is given to a Clerk of Course, who will verify the swimmers names and record the lanes chosen by the swimmers. (The Clerk of Course *cannot* change the names on the event card.)

The Head Timer will record the times after the event is completed.

Each Place Judge shall record the order of finish as he/she observed it on a separate paper or card, which will be collected by the Runner or Head Timer and returned to the scorers table with the Event Card. Place Judges shall **not** consult with each other before recording their order of finish. They may call a TIE if that is what is observed. *Place Judges must know which lane is Lane 1.*

The Scorers will determine the official order of finish, as follows:

- *If the Place Judges agree on the order of finish, then that order of finish is Official* – regardless of the times.
- *If the Place Judges disagree, a Modified Ballot System must be used* to determine the Official order, which integrates each Judge's order of finish with the finish order of the composite watch times.
- Each Scorer should enter the final results of each event on their copy of the Meet Roster, assign points for the first three places, and keep a running total of the score. Scorers from opposing teams should compare scores regularly throughout the meet.

**The actual Meet Score, age Group Scores, and Double-Triple Winners are to be continued to the end of the meet.** *The final **reported** score of the winning team shall be not more than 340.*

**Roster Changes** must be submitted to the Scorers Table at least **two events prior** to the event being changed. (I.e. changes to event #49 must be made prior to the *whistle* for the start of event #47). An event begins when the Referee blows his whistle to call the swimmers to the starting position. Scorers should record the event # of the event in progress on all Roster Change Cards when they are submitted to the Scorers Table. Roster Changes are recorded on both Meet Rosters and on the Event Card. In case of a disagreement in the entry for an event, the Official Meet Roster will take precedence, as modified by any legally made Roster changes. Changes for Events 1, 2, or 3 must be turned in before the start of Event 1.

No one may linger at the Scorers Table. Scorers may **not** inform Coaches or any other Team personnel as to the other Team's roster or roster changes. All Scorers should be familiar with the League Rules regarding Scoring, especially those pertaining to Roster Changes, eligibility to swim events, and points awarded.

**MEET RESULTS:**

**Each Team** will determine the double/triple winners for their team - to be given to the Home Team Rep. The **Home Team Rep** is responsible for submitting the Meet score and age group results, and will report meet score and double/triple winners to the media.