Responsibilities of RCSL Representatives

Attend all RCSL meetings. Meetings are usually in April, May, July and September. Required meetings for the Council and coaches are 1) Dual Meet meeting that is scheduled on the Wednesday immediately before Dual competition begins and 2) City Meet Meeting at a time to be determined by the 1st Vice President of Swimming and Vice President of Diving. Reps are to make sure at least one of their coaches attends these meetings.

Each year all representatives are given a new USS Rule Book, new RCSL Rules of Competition, new Dual Meet and City Meet schedule and a list of current RCSL representatives and coaches. For this list to be accurate, it is essential that you submit the names, addresses, **email addresses** and phone numbers of all reps (swim and dive) and coaches to Martha Wilson at the meeting or to her email at **peter.wilson3@comcast.net**. When the reps and coaches change it is your responsibility to inform the RCSL of the changes. **RCSL FEES are DUE at the May meeting**; payment is to be made at the meeting by checks made out to RCSL. Rules books and dual meet ribbons are given out after dues are paid. You will receive a dual meet schedule based on the Matrix. This is how to read the Matrix (this is for example only):

SAMPLE ONLY:

EVEN # YEARS	HOME	AWAY	HOME	AWAY	HOME	AWAY
ODD # YEARS	AWAY	HOME	AWAY	HOME	AWAY	HOME
1ST WK	5	1	2	4	3	6
2ND WK	1	4	6	2	3	5
3RD WK	6	1	2	3	4	5
4TH WK	1	3	5	2	4	6
5TH WK	1	2	3	4	5	5

SAMPLE ONLY:

	A	B	C
1	GREENWYCHE	WHITESBURG	SHARON JOHNSON
2	PIEDMONT	LILY FLAGG	VALLEY HILL C C
3	JONES VALLEY	MONTE SANO	BYRD SPRINGS
4	BLOSSOMWOOD	CHAPMAN	SHERWOOD
5	CAMELOT	MT. SPRINGS	YMCA
6	HAMPTON COVE		

On alternate years, home/away will be reversed and order of dates will be reversed. As teams move from one division to another, they will take the number of the team they replace. Team 5 will swim team 1 the first week, team 1 will swim team 4 the second week, etc.

Keep your Rules of Competition handy as you will need to refer to them regularly. Encourage your coach(s) to learn them to prevent protests during the year. If you have questions about any of your forms, please don't

hesitate to ask an officer. **Correct paper work prevents problems later.** Feel free to copy any forms if your needs are greater than the amount passed out. Make sure you, pick up copies of Referee, Starter, and Stroke and Turn tests that are necessary to keep your officials certified. An Officials Clinic will be offered before the first Dual Meet.

ALL RCSL REFEREES, STARTERS, AND STROKE & TURN JUDGES MUST BE CERTIFIED BY RCSL OR USS. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR TEAM HAS SUFFICIENT CERTIFIED OFFICIALS!!!

For **DUAL MEETS** the Home Team is required to provide the workers, individual pinks & blues, computer and printer, all necessary forms, and ribbons. Even though the Home Team is responsible for all Meet Officials, the Visiting Team has the option of providing one Stroke Judge, one Turn Judge, one Place Judge, one Relay-Take-Off Judge, and one Scorer. These Officials will judge the Home Team during the meet. The Visiting Team is required to provide ribbons and writers for their Exhibition swimmers.

HOME MEETS NEED: 1 Referee (certified), 1 Starter (certified), 2 Place Judges (have someone write for them.), 2 Stroke Judges (certified), 2 Turn Judges (certified), 1 Runner, 1 Worker to hand out pinks/blues for each team, Individual lane timers & 1 Head timer, 4 Scoring table workers, 4 Ribbon workers (2 are from visiting team). Give all ribbons to Coaches at the end of the meet.

HOME TEAM supplies all forms. The home team will also provide heat sheets to the visiting team coaches. Heat sheets are also provided to the starter, referee, stroke and turn judges, place judges and the scoring/ribbon table. Make sure you have a USS Rule Book, the current RCSL Rules of Competition, Bullhorn/Starting Gun, and plenty of forms. The Scoring Table will need pencils (a sharpener is nice), pens, calculator, and stapler. Timers will need clip boards, pencils, and watches. Judges will need clip boards, forms and pencils. Check workers during the meet to see if they need more forms. Put your most experienced timers in lanes 3 and 4. The home team will do all computerized entries for both teams. Labels for individual pink or blue cards will be printed using the computer. Feel free to use computer cards. Cards and/or labels will print with all necessary information so that the timer only has to put the time and his initials. THIS APPLIES TO ALL EXHIBITION SWIMMERS, ALSO. Labels for ribbons will be printed by the computer so that the ribbon workers only need to peel and stick. ALL SWIMMERS MUST BE LISTED AT LEAST TWICE ON THE OFFICIAL RESULTS SHEETS OR THEY WILL NOT BE ALLOWED TO SWIM IN THE CITY MEET. ALL DUAL MEET ENTRIES ARE NOW PLACED ON A DATA BASE AND CHECKED BEFORE CITY MEET. THERE WILL BE NO EXCEPTIONS TO THIS RULE!!!

"A" Meets begin at 6:30 on Wednesday nights. Both teams usually have 30 minutes to warm-up. Warm-up begins at 5:30 for the Visiting Team; the Home Team will warm-up at 6:00. If this presents a problem, call the Visiting Team Coach and work something out. Before the meet begins, both coaches are to agree on Exhibition swimmers. In the past the 8 and under swimmers have been the only ones to swim Freestyle Exhibition. Since we now have the Open Event in the City Meet, some coaches prefer that all ages have the opportunity to obtain times. SWIMMERS WHO SWIM ANY INDIVIDUAL STROKE IN THE MEET ARE NOT TO SWIM EXHIBITION!! The Referee will make the final decision about Exhibition swimmers based on the weather. Make sure all Certified Officials are at the pool by 6:15. The Referee will have a meeting of all these Officials to give them instructions.

At the Score Table, the first worker places the swimmers from the Place Judge forms and writes the finish on the individual pink and blue sheets. These sheets are to be stapled together and kept for 24 hours in case there is an error in scoring. Do not take home these individual pink/blue sheets the night of the meet. **THE ORDER OF FINISH IS DETERMINED BY THE PLACE JUDGES**. When both Place Judges agree, there are no problems. If the Place Judges disagree, use the Order of Finish Ballot to place only those swimmers where the Place Judges disagree. When entering the times in the computer, placing will be by "Judges Decision" when an Order of Finish Ballot is used. Attach the Ballot to the set of pink/blue cards for the event. Staple any DQ slip to the individual Pink/Blue of the swimmer who was disqualified. All DQ's must have the approval (usually initials) of the Referee. Check with the Referee if you have only one DQ for a relay team if it is for an early take-off; early relay take-offs require dual confirmation. If there are questions about placement, the Referee will determine the order of finish. Below is a sample of the Modified Ballot for those who are unfamiliar with how to use it:

Rosters

- Email your Official Roster to the Records Chairperson (records@swimrcsl.org) by Tuesday before your first Dual Meet. I'm not asking for a hardcopy because I want to be able to take your roster and print my own.

- All teams should use their Team Manager database from last year to start this year. Just make all swimmers inactive and activate them as they register.

- Whether setting up your team in Team Manager or using last year's, go to the **SetUp** tab and click **Preferences** from the dropdown menu then select **System Preferences**. Make sure the following settings are set in the **Team/Swimmer defaults** box on the **System Preferences** popup window:
  - **Default Team Registration** **OTH**
  - **Default Team Type** **AGE**
  - **Default Citizenship** **USA**
  - **Default LSC** **Leave this blank**
  - **Default State** **AL**

- The **Meet Age-Up Date** box should have the radio button selected for **Meet Start Date**

- **GO THROUGH YOUR ROSTER AND MAKE SURE THAT**
  (1) ALL SWIMMERS ARE THERE
  (2) ALL SWIMMERS HAVE BIRTHDAYS
  (3) ALL SWIMMERS HAVE ADDRESSES
  (4) NO SWIMMER IS LISTED MORE THAN ONCE IN YOUR ROSTER

- The Official Roster will be an **export** file from **TEAM MANAGER.. ALL ADDRESSES MUST BE INCLUDED IN THE EXPORTED FILE. SWIMMERS CAN NOT RECEIVE POINTS UNLESS THEIR NAME IS ON YOUR TEAM ROSTER**. This will show up each week when the results are tabulated.

- Rosters are a vital tool. It is imperative that rosters be kept current. When you export your entries each week to give to the home team, you will also export your roster – YOUR **COMPLETE** ROSTER. Rosters from both teams will be imported into the meet with the entries. For any late entries or changes made on deck, the swimmer must already be in the roster for that team. It's really quite a simple solution to confusion of on-deck entries and duplicating names.

RCSL COACH GUIDELINES

1. Turn in Official Roster on Monday before the first Dual Meet. The official roster will be an export file from **TEAM** MANAGER emailed to records@swimrcsl.org (please, no disks). **ALL ADDRESSES MUST BE INCLUDED.** SWIMMERS CAN NOT RECEIVE POINTS UNLESS THEIR NAME IS ON YOUR TEAM ROSTER.

2. Entries **MUST** be turned in to the **HOME TEAM'S POOL ON THE MONDAY BEFORE YOUR DUAL MEET. THIS SHOULD BE PROVIDED VIA EMAIL ATTACHMENT TO THE SCORING REP FOR THE HOST POOL WITH YOUR TEAM ROSTER AND ENTRIES EXPORTED FROM TEAM MANAGER – AS WELL AS A PDF REPORT FROM TEAM MANAGER OF ALL ENTRIES. ALTERNATELY YOU MAY DELIVER THE USB THUMB DRIVE WITH THE TEAM MANAGER EXPORT AND PAPER HARD COPY TO THE POOL. ALL RELAY SWIMMERS NAMES MUST BE INCLUDED. WHEN DOING YOUR ENTRIES IN TEAM MANAGER, ASSIGN EACH SWIMMER, INCLUDING EXHIBITION FREESTYLE to a heat and lane number (HOME TEAM AND VISITING TEAM MAKE SURE YOU COMMUNICATE WHO HAS WHICH LANES – IT'S CRUCIAL THAT THIS BE CORRECT WHEN IMPORTING ENTRIES)**

HOME TEAM'S PRE-MEET RESPONSIBILITIES:

1. Import both teams' roster and entries into Meet Manager. Consolidate Freestyle exhibition to reduce the number of heats as needed.

2. Either print out entry labels to be adhered to index cards or print out entry cards which will be cut. This includes home and visiting swimmers in both scoring events and Freestyle Exhibition.

3. Print out a Heat Sheet from Meet Manager. Make at least 10 copies (1 for each stroke/turn judge, one for the Referee and Starter, at least two for the scoring table). Additional copies are nice to give the coaches of each team.

4. Make additional copies and sell heat sheets at the meet. It's a small, but useful fundraiser.

RCSL DUAL MEET GUIDELINES

Meet Entries

Entries are to be turned in at the **HOME TEAM'S POOL ON THE MONDAY BEFORE THE DUAL MEET. THIS SHOULD BE PROVIDED VIA EMAIL ATTACHMENT TO THE SCORING REP FOR THE HOST POOL WITH YOUR TEAM ROSTER AND ENTRIES EXPORTED FROM TEAM MANAGER – AS WELL AS A PDF REPORT FROM TEAM MANAGER OF ALL ENTRIES. ALTERNATELY YOU MAY DELIVER THE USB THUMB DRIVE WITH THE TEAM MANAGER EXPORT AND PAPER HARD COPY TO THE POOL. ALL RELAY SWIMMERS NAMES MUST BE INCLUDED.**

HOME TEAM'S PRE-MEET RESPONSIBILITIES:

1. Import both teams' roster and entries into Meet Manager.
   Consolidate Freestyle exhibition entries to reduce the number of heats as needed

   SWIMMERS IN ANY INDIVIDUAL STROKE ARE NOT TO SWIM EXHIBITION.

2. Either print out entry labels to be adhered to index cards or print out entry cards which will be cut. This includes home and visiting swimmers in both scoring events and Freestyle Exhibition.

3. Print out a Heat Sheet from Meet Manager. Make at least 10 copies (1 for each stroke/turn judge, one for the Referee and Starter, at least two for the scoring table). Additional copies are nice to give the coaches of each team.

4. **Don't forget to bring labels, white printer paper, the visiting team's USB thumb drive (if provided), results can be provided via writable CD or email after meet completion.**

HOME TEAM'S POST-MEET RESPONSIBILITIES:

1. Print out three (3) copies of the meet results – on white paper (1 for each team and 1 to be retained).

2. Make a **backup** of the meet and put it on the visiting team's and the host team's USB thumb drive (before leaving the pool and closing down the computer).

3. **Email** a **backup** of the meet to the Records Chairperson Wednesday night after the meet – records@swimrcsl.org

5. Retain the hard copy and the thumb drive copy in case either is required by the Records Chairperson until the end of the season.

REFEREE CHECK LIST
FOR RCSL DUAL MEETS

MEET WITH COACHES/REPS BEFORE MEET:

1. Decide Freestyle Exhibition age groups
2. Remind coaches/reps of swimmer's eligibility (must be on team's roster to score points)
3. Decide on weather delay or postponement (if needed - see RCSL rules)
4. Stress need to get swimmers to block on time
5. Stress need to keep work area clear of swimmers
6. Modify any rule for disability (if needed)

MEET WITH HEAD TIMER/MEET DIRECTOR:

1. Establish head timer signal that timers are ready
2. Make sure all forms have been filled out
3. Make sure RCSL and USS rules are available
4. Make sure Head Table Scorer is designated

OFFICIALS MEETING (by 6:15 pm):

1. Check if officials are **currently certified** by RCSL or USS - **If Referee is not currently certified, the Dual Meet may be forfeited by HOME TEAM if the visiting team protests.**
2. Establish each area of jurisdiction
3. Remind officials to not DQ 8 and Unders if stroke attempted has no unfair advantage
4. Stress raising hand and explaining the DQ
5. Choose officials for dual confirmation of all relays and remind them to not raise hand for early take-off; fill out DQ and give to Referee
6. Stress that Referee must approve all DQ slips

MEET (Start at 6:30 pm):

1. Do not accept DQ if out of area
2 Question all DQs
3 DQ relays only if there is dual confirmation for early take-off
4. Sign and give to scoring table approved DQs
5. **DEEP POCKETS!!! Any doubt, pocket DQs**
6. Referee must concur with starter on false start
7. Blow whistle to signal event; starter needs this before each start

GENERAL INFORMATION:

1. Lane ropes are required
2. Lanes are to be visibly numbered
3. Backstroke flags are required - 15' from wall and 7' above water
4. Recall rope is not required
5. Starter is to be positioned no more than 10'from starting end of pool
6. Competing relays must swim in adjacent lanes

AT DUAL MEETS, REFEREE IS THE FINAL AUTHORITY. ONLY THE PROTEST COMMITTEE CAN OVERRULE. A PROTEST CAN BE MADE BY COACH OR REP ON RULE INTERPRETATION ONLY - NOT JUDGMENT CALLS!

SIGN THE RESULTS SHEET AT THE TABLE

REFEREE CHECK LIST
FOR RCSL DUAL MEETS

MEET WITH COACHES/REPS BEFORE MEET:

1. Decide Freestyle Exhibition age groups
2. Remind coaches/reps of swimmer's eligibility (must be on team's roster to score points)
3. Decide on weather delay or postponement (if needed - see RCSL rules)
4. Stress need to get swimmers to block on time
5. Stress need to keep work area clear of swimmers
6. Modify any rule for disability (if needed)

MEET WITH HEAD TIMER/MEET DIRECTOR:

1. Establish head timer signal that timers are ready
2. Make sure all forms have been filled out
3. Make sure RCSL and USS rules are available
4. Make sure Head Table Scorer is designated

OFFICIALS MEETING (by 6:15 pm):

1. Check if officials are **currently certified** by RCSL or USS - **If Referee is not currently certified, the Dual Meet may be forfeited by HOME TEAM if the visiting team protests.**
2. Establish each area of jurisdiction
3. Remind officials to not DQ 8 and Unders if stroke attempted has no unfair advantage
4. Stress raising hand and explaining the DQ
5. Choose officials for dual confirmation of all relays and remind them to not raise hand for early take-off; fill out DQ and give to Referee
6. Stress that Referee must approve all DQ slips

MEET (Start at 6:30 pm):

1. Do not accept DQ if out of area
2 Question all DQs
3 DQ relays only if there is dual confirmation for early take-off
4. Sign and give to scoring table approved DQs
5. **DEEP POCKETS!!! Any doubt, pocket DQs**
6. Referee must concur with starter on false start
7. Blow whistle to signal event; starter needs this before each start

GENERAL INFORMATION:

1. Lane ropes are required
2. Lanes are to be visibly numbered
3. Backstroke flags are required - 15' from wall and 7' above water
4. Recall rope is not required
5. Starter is to be positioned no more than 10'from starting end of pool
6. Competing relays must swim in adjacent lanes

AT DUAL MEETS, REFEREE IS THE FINAL AUTHORITY. ONLY THE PROTEST COMMITTEE CAN OVERRULE. A PROTEST CAN BE MADE BY COACH OR REP ON RULE INTERPRETATION ONLY - NOT JUDGMENT CALLS!

SIGN THE RESULTS SHEET AT THE TABLE

SUMMARY OF DUAL MEETS

HOME TEAM WILL PROVIDE:
*Individual pinks & blues for all swimmers (including exhibition)
*Computer and Printer
*All RCSL forms
*Heat sheets for visiting coaches, officials and scoring table
*Ribbons – each team provides their own exhibition ribbons
*Current USS Rule Book
*Current RCSL Rules of Competition
*Bullhorn/Starting gun

Scoring Table need ribbons, pencils (sharpener is nice), pen, calculator, stapler (must have), and heat sheets.
Timers need clip boards, pencils, and watches.
Place Judges need place judge slips, clip boards, pencils and heat sheets.
Runners need individual pink/blue cards for each swimmer for each event. **(This applies to all exhibition swimmers also.)**

MEET WORKERS REQUIRED:

*1 Referee (certified)
*1 Starter (certified)
*2 Place Judges (have someone write for them) placed on each side of finish end
*2 Stroke Judges (certified)
*2 Turn Judges (certified)
*1 Runner
*1 Worker to hand out pinks/blues for each team
*Individual Lane Timers (Put most experienced timers in lanes 3 & 4.)
*1 Head Timer
*4 Scoring Table Workers (this includes two at the computer)
*4 Ribbon Workers (2 are from visiting team)

Visiting team has the option of providing 1 Stroke Judge, 1 Turn Judge, 1 Place Judge, 1 Relay Take-off Judge, 1 Scorer. These officials will judge the home team during the meet.)

It is important to have each of these workers. If you try to run the meet with any less than this amount, you will have problems!!!