

All entries are made by the Coach and turned into the team hosting the meet by Tuesday (if the meet is on Saturday morning) at 6pm. This allows the computer operator to "merge" the meet between the two teams, generate the heat sheets and alphabetical entry lists, and distribute them to each team. The heat sheets/alpha entry lists are then gone over to make sure nothing is missing or to make sure a swimmer wasn't entered into too many events.

Friday (if the meet is Saturday morning) is when the home team computer operator generates the Lane/Timer sheets. These sheets show the timer in each lane the Event #, Heat # and Swimmer's name who should be in their lane.

6am - Set up - this is where the home team "sets up" the meet. Computer tables and Coach tables are set up, as well as all of the computer equipment

6:45am - Warm Ups - this is where each team is allotted 30 minutes of warm up time. This is very important, regardless of the age of the swimmer, to get them properly stretched and ready for the meet. For the visiting team, this is where the swimmer counts their backstrokes from the flags in the pool to the wall.

7:15am - Volunteer check-in begins with the Volunteer Coordinator. This allows time in case a volunteer/family is a no-show that we can find a replacement.

7:30am - Scratches due to computer table - this is where each team turns in their scratched swimmers

7:40am - Timer meetings - where the volunteers are trained from the home team on timing equipment at that specific pool (i.e. stopwatches, touch pads and/or Dolphin timing system)

7:45am - Stroke & Turn and Starter meetings - where the HMO (Head Meet Official) meets with these volunteers (all of whom have had extra training) about the specific meet, any swimmers with disabilities or any other issues.

7:50/7:55am - Singing of National Anthem

8am - Meet starts!

In a perfect world, the meet would start on time, with no issues. We all know that the touchpads have to be "touched" in order for them to register a time, and sometimes the swimmers don't hit them in the right place. Sometimes the touchpads don't "talk" to the System 6 computer. All these kinks usually happen at the beginning of the meet, everything is then fixed.

The meet starts with the Medley Relays, which consists of 4 swimmers each swimming a different stroke (backstroke, breaststroke, butterfly and freestyle). These are events #1 - #8.

We then move on to individual events and start with Butterfly. These are events #9 - #18.

We then move on to individual event Backstroke. These are events #19 - #30.

We then move on to either 100 Freestyle or 100 IM (individual medley - butterfly, backstroke, breaststroke & freestyle) These are events #31 - #38. It alternates each week between 100 Free or 100 IM.

Normally after Event #34/#35 is considered "halfway" through the meet and the first half volunteers are finished and the second half volunteers come in to work.

We then move on to Breaststroke, which is events #39 - #48.

We then move on to Freestyle, which is events #49 - #60.

The meet finishes with the Freestyle Relays, which consists of 4 swimmers that all swim Freestyle. These are events #61 - #70.

When these relays are finished, often times there is a parent/coach relay between both teams.

After the meet is over is when Clean Up begins. All of the touchpads need to be removed from the pool and put away and all of the starting blocks need to be covered. All of the lane lines need to be removed from the pool and wound back onto the spool on the pool deck. The starter equipment needs to be put away, along with the System 6 computer and the team laptop and printer. All the tables and chairs used by the coaches and computer operators need to be put away. All of the chairs at the Ready Bench need to be put back around the tables. All concessions needs to be cleaned up and packed away, as well as team spiritwear. All chairs and tables on the pool deck need to be straightened up.