

## **MEET DIRECTOR Guidelines and Best Practices**

### **Introduction**

At meets, the Meet Director responsibilities are performed by a single Meet Director {home team} as detailed in the Competition Rules.

The Meet Director must be a leader.

The Meet Director leads by example in showing respect, honesty, fairness, integrity and responsible behavior that characterize authentic sportsmanship.

The Meet Director must have mastered starting and stroke and turn rules, their fair enforcement and appropriate judging.

She/he will monitor, and assist as necessary, all officials in performing their functions to ensure the participants are provided with a quality competitive swimming environment.

### **Review of Duties:**

- Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules;
- Shall alert the starter to begin a heat when all the following are true: all officials are in position; the pool is clear.
- Shall give a decision on any point where the opinions of the judges differ; shall have authority to intercede in a competition at any stage, to ensure that the racing conditions are observed.
- May modify any rule for a swimmer who has a disability.
- The Meet Director must be knowledgeable of:
  - o Timing procedures and equipment.
  - o Starting procedures, rules and application.
  - o Stroke and Turn Judging, stroke rules, jurisdiction, application and enforcement.

### **Before the meet:**

1. On the day of competition the Meet Director should arrive prior to the meet to adequately perform pre-meet responsibilities.

2. Officials' Meeting: The Meet Director shall call an Officials' Meeting at least 20 minutes prior to the start of the meet. This Meeting should include a discussion of the following: assignment of Officials; deck protocol; jurisdictions; reviewing stroke/turn/relay judging protocols; DQs.

***3. Know the Technical Rules of MSBSC swimming.***

### **During the meet:**

1. Determine when the meet may start. Are all of the judges in position, and is the pool clear.
2. Position: At the start of each event and heat, the Meet Director shall stand on deck, next to the Starter.
  - a. The Meet Director shall have his/her own updated copies of the order of events and heat sheets.
  - b. The Meet Director shall not “walk the deck” actively judging, but may be temporarily address other issues as needed if it does not interfere with official duties.
  - c. The Meet Director should always maintain focus on the swimmers while a heat is beginning - avoid any “paperwork”, distractions, or other duties until all heads are up after the start.
3. Work with the Starter
  - Verify and follow proper Starting Procedure protocol.
  - Determine where Meet Director will stand, how Meet Director will indicate Starter may call next heat or event, and how Meet Director will turn the heat over to Starter.
3. Manage the on deck areas to reduce the chaos to a minimum to set the tone for the meet.
4. Work with the Stroke and Turn Judges. Confirm they (and Meet Director) understand the communication and rules protocols. The Meet Director clarifies rules and jurisdictions, suggests appropriate judging techniques, and may help reassign an Official.
5. Reconcile DQs, no-shows, and any adjustments when needed.
6. Between the starts, the Meet Director oversees the competition and evaluates the performance of the other meet officials. If a rule is misunderstood, the Meet Director must correct the misunderstanding.
7. The Meet Director’s primary role is not to actively judge the competition after the start. However, the Meet Director can overrule a DQ by an Official if the Official is unable to specify exactly what infraction was committed, or if there was not an actual infraction.
8. Work with the Reps and Teams
  - The Meet Director answers questions and mediates concerns with the team Reps and coaches, maintaining his/her sense of humor and keeping a positive attitude. Questions should be politely answered to the best of his/her ability. The Meet Director must always display a moderate temperament. It is inexcusable for the Meet Director to become visibly angry at another official, volunteer, Rep, swimmer, coach or parent.
  - All questions/concerns from parents or volunteers should be directed to the Reps. The Reps may then approach the coaches who then approach Meet of Champs Chairs. The Chair can then approach the Meet Director only when he/she is not actively officiating.

### **After the meet:**

The Meet Director must remain at the pool long enough after the last race to ensure there are no problems or protests. Meet Director must sign the score sheets and give them to the team that is the winner of the meet for submission to the league.

### **Mental Checklists**

Meet Directors should develop their own checklists of things to focus on before, during, and after the meet. (All of this should just take a few moments!)

#### 1. Before the start:

- Check heat sheet for any errors.
- Is Starter ready, and are all officials in place?
- For the first event: Can the meet begin?
- Scan the deck for officials in position and equipment problems (debris in lanes, people leaning on backstroke flag poles, rope-offs, spectators on deck, etc.).
- Glance at the Starter to see if he/she notes any issues
- Verify the swimmers for the event are present

#### 2. After the start:

- Watch for all heads to surface water
- Glance back at start end judges
- Scan swimmers and observe stroke judges
- Observe turn end judges
- Acknowledge and note any DQ's and process them expeditiously
- Take position back near Starter, prior to start of next heat
- Check with Starter to see if there may be issues with the next heat

#### 3. At all times, the Meet Director shall:

- Never read more into the rules than is written.
- Make sure the benefit of the doubt goes to the swimmer
- Try to face the pool when standing anywhere near it
- Be alert, attentive, focused, calm, professional, and approachable
- Always be "friendly" and helpful to coaches, swimmers, and other officials, even if they are not
- Try to take all discussions off-deck and away from the pool
- Maintain a sense of humor, adapt to meet conditions and needs, and be willing to learn
- Have, and generously apply, COMMON SENSE
- Appreciate swimmers, Reps, coaches, officials and volunteers of all levels, and interact with them respectfully on all occasions