



ONTARIO ARTISTIC SWIMMING

Meet Manager's Guide Book

Revised: January 2, 2019

Table of Contents

Table of Contents

Meet at a Glance.....	4
Meet Management Timeline.....	5
1.0 Ontario Competition Jurisdiction Outline	6
1.2 Revenues collected by:.....	6
1.3 Expenses paid by:.....	6
2.0 Ontario Artistic Swimming Responsibilities	7
3.0 Meet Manager Responsibilities	8
3.1 Committee –.....	8
3.2 Meetings	8
3.3 Facility Bookings.....	8
3.4 Meet Package	8
3.5 Photocopier.....	9
3.6 Sound System.....	9
3.7 Judges Seating.....	9
3.8 Change Room Monitoring.....	9
3.9 Videotaping	9
3.10 Pre-Swimmers.....	10
3.11 Highlight Safety	10
4.0 Entry Forms, Competition Supplies	11
4.1 During the Competition.....	12
4.2 After the Competition	12
5.0 Host Club Committee Co-coordinators	12
5.1 Assistant Meet Manager	12
5.2 Deck Coordinator	12
5.3 Volunteer Coordinator	13
5.3.1 Suggested number of volunteers required per event on deck	13
5.3.2 Volunteer Requirements throughout the building.....	14
5.4 Hospitality Coordinator.....	14
5.5 Awards/Ceremonies Coordinator	15
5.5.1 Prior to the Awards Ceremonies.....	15
5.5.2 Award Ceremony,.....	15
5.5.3 Trophies.....	15
5.5.4 LTAD Events:	16
5.5.5 If a team does not attend the award ceremony:.....	16
5.6 Concession/Merchandise Coordinator	16
5.7 Program/Marketing Coordinator	16
5.7.1 Programs should include the following:.....	17
5.8 Admissions/Front Door Coordinator	18
5.8.1 Job description	18
6.0 Equipment Required.....	19
7.0 SOCAN DUES	20

Table of Contents

Appendix A- SOCAN Fees Form.....	21
Competition Hosting Agreement	22
Appendix B - Figures Pool Diagram	27
Appendix C–Routine Pool Diagram	28
Appendix D- Description of Volunteer Positions	29
Appendix F Instruction for Figure Volunteers.....	33
Appendix G Instructions for Music Manager	35
Appendix H Instructions for LTAD land Events	38
Appendix I Instructions for LTAD Pool events.....	39
A. Timer for 25 m speed event.....	39
B. Timer for stamina events	39
C. Referee	39
Appendix J- Meet Manager Report.....	40

Meet at a Glance

Host Club

Club President or designate bids and wins event

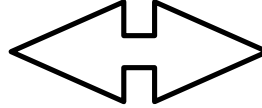
Meet Manager

Responsible for implementing the "Information Guide for Meet Managers", creating Volunteer Committee heads, confirming details with the Facility and overseeing the meet.

Ontario Artistic Swimming (OAS)

Accepts bids and awards meets

Host Club Meet Manager and Organizing Committee



Executive Director

mdwyer@synchroontario.com
Hosting agreement/additional expenses approval
Corporate Sponsorship

Assistant Meet Manager/ Deck Coordinator

Handle any overflow from the Meet Manager, acts as fill-in floater during meets

OAS Staff Answer questions, competition packages, mail outs, awards. Prepares Meet Bins and Creates meet schedules

Volunteer Coordinator

Help source and schedule, photocopier, Panel Referees/Marshalls, Panel Scorers, Panel Readers, LTAD Referees, LTAD Timers/ Marshalls, timers, runners, music operators and announcers, videographer, concession/ merchandise stuff, staff for any other volunteer position

OOC (Ontario Officials Committee)

Responsible for all Judge Assignments, Referee Assignments and Judges Rooming Lists

Hospitality Coordinator

Help source and organize food for Official's room and/or VIP lounge, may include travel arrangements

Awards/Ceremonies Coordinator

Prepare OAS supplied ribbons and trophies for presentation during meet

Concession/Merchandise

If the facility allows, coordinate food sales through club donations and purchased items. NO NUT PRODUCTS ALLOWED. Sell event specific apparel and novelty items not in conflict with OAS merchandise.

Program/Advertising Coordinator

Gather from OAS swimmer draws, schedules, ads and solicit local advertising for production of printed program for sale

Admissions/Front door Coordinator

Set-up admission table, sell programs, stamps/ Wrist bands

Meet Management Timeline

June-September	<ol style="list-style-type: none"> 1. Host Club needs to assign meet manager and confirm their contact information with OAS 2. Send OAS tentative contract for Pool including the cut off dates for changes in pool times
Fall Conference	<ol style="list-style-type: none"> 1. Meet manager meeting and information session
November 1	<ol style="list-style-type: none"> 1. Supply OAS with information required for Meet Registration Package 2. Confirm password for the club portal to access the volunteer manual on the OAS website http://synchroontario.com/club-members-portal/ 3. Start organizing volunteers send out link to website
12 weeks prior to meet	<ol style="list-style-type: none"> 1. Confirm all contact information is correct for Meet Manager and Pool 2. Update any information for meet registration package 3. OAS will email digital copies of their required pages for the program
6-7 week prior to meet	<ol style="list-style-type: none"> 1. OAS will supply any changes needed in pool times 2. OAS will revise schedule (this should be close to the final schedule baring no late entries or requests) 3. OAS will send registration list for all club and list of officials for program etc 4. Meet Manager to set deadline for program to be approved by OAS and printed 5. Organize volunteer timeslots
2-3 weeks prior to meet	<ol style="list-style-type: none"> 1. Arrange pick up /shipping of awards, chits and supply bin 2. Final Schedule will be posted 3. Meet manager to send in pre-swimmer information (event, swimmers name, club and coach) 4. Finalize volunteers as per meet schedule 5. Let OAS know if there are any issues or help required a email can be sent to club 6. OAS will confirm if they require a table for merchandise selling
1-2 weeks prior to meet	<ol style="list-style-type: none"> 1. The Chief Scorer will do all swimmer start lists that are able to be done prior to the meet if possible scorer will try and get these done in time for the program printing
AT the Meet	<ol style="list-style-type: none"> 1. Introduce yourself and anyone that will be in charge of the deck organizations during the meet to the chief ref. (You or a deck manager need to be on deck and available at all times) 2. Make sure that your volunteers are ready and organized when needed 3. Be flexible and accommodating problems do occur
2 Week after the meet unless quicker turnaround has been requested	<ol style="list-style-type: none"> 1. Return all leftover award/chits to OAS office 2. Return Bin, Volunteer t-shirts to proper location 3. Complete Meet Managers report : Appendix J- Meet Manager Report 4. Complete Socan Report: Appendix A- SOCAN Fees Form



1.0 Ontario Competition Jurisdiction Outline

Although these guidelines are designed to meet the needs of those organizing Regional and Provincial Competitions, they can be of assistance in the effective organization and operation of any competition or meet at any level.

For information on any of these competitions, see the Provincial Guidelines. These meets are pre-sanctioned by OAS. All matters pertaining to the effective operation of these events should be directed to OAS.

1.1 Financial Obligations

For each competition or event held that falls under the jurisdiction of OAS, a financial agreement must be reached between the Host Club and OAS once the meet has been awarded. Although the following information is to be used as a guideline only, it does indicate how the revenues and expenses of the meets are generally shared. Remember, all expenses directed towards OAS must be discussed with, and receive prior approval from OAS, or they will not be paid by OAS. Budgets are to be submitted to the OAS office once the pool rental is confirmed and a final report must be submitted 2 weeks after the event. Final Reports must be received by the OAS office as outlined prior to the Host Club being awarded a future meet see Appendix J- Meet Manager Report

1.2 Revenues collected by:

Host Club

- Admissions/Ticket Sales
- Merchandise Sales
 - o OAS has the right to request a table to sell their products
 - o DVD **can't be sold** they are the property of OAS and are done for training purposes only
- Sponsorship
- Program Sales
- Advertising
- Raffles/Draws

OAS

- Entry Fees
- Sponsorship

1.3 Expenses paid by:

Host Club

- Hospitality
- Equipment needed i.e. risers, DVD's, paper for photo, copier/ ink cartridges
- Program Preparation
- Merchandise Cost for club resale items
- Socan Fees

OAS

- Pool Rental
- Room Rental
- Awards
- Travel, Accommodation & per Diem for Judges, Referees, Scorers, etc.



2.0 Ontario Artistic Swimming Responsibilities

Throughout the planning and executing phase of the competition the Meet Manager will work in consultation with the OAS staff, to ensure the successful staging of the event.

OAS names the following liaison representatives for the purpose of consultation with the Organizing Committee:

The **Executive Director**, to interpret and make operational the terms of this Agreement and provide guidance where the Hosting Agreement and Meet Managers Guide are concerned;

OAS is responsible for administrative items such as competition packages, mail outs, awards, program information, etc. and assistance in competition issues; for the procurement of the appropriate awards for all meets.

The Host Club will be responsible for providing a volunteer to handle awards.

All information packages and schedules prepared for events under the jurisdiction of OAS by the Meet Manager must be approved prior to being distributed by OAS.

OAS will coordinate, through the Officials Representative selection of Chief Scorer, Judges and Chief Referee/Referees for the various events, and will also be responsible for their expenses as they are outlined in the OAS Financial Policy, and the Competitions Hosting Agreement.



3.0 Meet Manager Responsibilities

The Meet Manager is responsible for the overall running and planning of the event and is to ensure that all components of the **Meet Manager Guide** are understood and adhered to by the Host Club and its volunteers. The Meet Manager must review all aspects of this document to ensure there is a clear understanding of all volunteer responsibilities of which they are also responsible.

In Partnership with other Coordinators on the Host Clubs Competition Committee, and in addition to items further listed in the Meet Manager Guide, the Meet Manager is to ensure the following:

3.1 Committee –

A Core Committee Group should be formed as early as possible in your work. It is recommended that this group include the following:

- Assistant Meet Manager
- Volunteer Coordinator
- Hospitality Coordinator
- Awards Coordinator
- monies Coordinator
- Concession/Merchandise Coordinator
- Program/Marketing Coordinator
- Admissions/Front Door Coordinator

A clear division of responsibilities should be established from the onset to ensure full compliance with requirements of hosting a meet. Contact between OAS and the Host Club will be with the Meet Manager, as stated in the Host Agreement.

3.2 Meetings - It is important that regular meetings of this group occur so that the various responsibilities and details can be reviewed on a consistent basis. These meetings will likely become more frequent as the event draws near.

3.3 Facility Bookings - Once a club's bid has been confirmed, it is imperative that the Meet Manager reconfirms the pool time with OAS and the facility. Also, in your arrangements with the pool facility, ensure that there is wheel chair accessibility to the facility, change rooms and deck. If not, please ensure special arrangements are made to accommodate special needs athletes. Also start to plan the equipment needs (i.e. tables, chairs, etc.) and gather information about the availability of photocopying services. Discuss the Judges Room with the Hospitality Coordinator arranging for a secure room, large enough to provide tables and chairs for all officials to store belongings, hold meetings, take breaks and eat meals. This room should be located as near to the pool as possible. It is preferable for this room to have running water and electrical outlets. Where possible a Coaches room should be provided for coaches to take breaks, eat meals and store belongings. Any rooms used by the Host Club for the purposes of merchandise sales or otherwise revenue generating activities shall be paid for by the Host Club. The Executive Director must approve all room bookings

3.4 Meet Package - The earlier the meet package can be prepared for distribution, the better. As a rule, count on the registration deadline being Two month prior to the actual start of the meet, with the complete entry package available on the website approximately twelve weeks in advance of the deadline. The OAS will create the package however; the Meet Manager is responsible for providing OAS with all the elements of the package that are meet



specific.

Information on competitions will be posted on the website and may be distributed by email to clubs. Changes will be made to the website as they are available. The information in the first package that the Meet Manager must provide includes:

1. Meet Managers Name
 2. Directions to Pool
 3. Electronic version of pool diagram, including dimensions and depth, deck space, etc. (Usually this is available from the pool office).
 4. Any information related to the venue (i.e. Warm up area, change room rules, parking etc.)
 5. Any related information to help at the meet (banquet tickets, merchandise pre-order, program advertising)
 6. OAS will provide information on all affiliated Hotel and blocks
- 3.5 Photocopier** - If on-site photocopying is not available, start investigating other possibilities. To reduce the enormous cost of a printer rental an effective low cost alternative is to purchase a printer that is also a copier. Ensure that an onsite Internet connection is available for scorers to be able to email results to coaches following events. Copies will still be needed for posting, Chief Judge, Chief Referee and OAS's Officials Representative at all Ontario competitions. The Chief referee or designate prior to posting will approve results. Results will **FIRST BE POSTED IN A LOCATION FOR VIEWING BY COACHES** (preferably on the deck) and then in a public location for parents, and/or athletes. Prior to posting, the exact time and location of awards ceremonies must be written on both copies
- 3.6 Sound System (Regional & Provincial)** - For all Regional Meets, the Host Club shall be responsible for providing all necessary sound system equipment including a Laptop or tablet loading with the AIMP player app for music playback. For all Provincial Meets, the Host Club will require **two** CSA approved sound systems. To ensure adequate underwater sound levels 2 underwater speakers should be used at all times. The OAS sound system can be available upon request, A liability depots will be required and held until the system is returned any cost for repairs other than normal wear and tear will be charged to the club To ensure adequate underwater sound levels 2 underwater speakers should be used at all times.
- 3.7 Judges Seating** - Host Clubs are required to provide adequate chairs/risers for officials during an OAS event. For all Duets, Solo and Team Events Risers should be a **minimum of 2 feet high**. Should a club wish to use the OAS official's chairs, they may be obtained from OAS please call to confirm location of the chairs. The host club is responsible for transportation of the chairs to any event.
- 3.8 Change Room Monitoring** – The meet manager should make sure there is signage reminding athletes to pick-up and not leave a mess, and to remind that gel removal is not permitted in the showers (if applicable to the facility). Small bins/baskets should be left in the showers/change rooms for removal of bobby pins/hairnets etc.
The meet manager should assign a volunteer to monitor the changes rooms. If bobby pins or gel is found on the floor/not in the bins, the volunteer can ask the athletes/clubs to clean up (as a first warning). If there are continued problems or athletes refuse to pick up, the volunteer can escalate to the meet manager who can take it to the Chief Referee (who is able to fine the Club).
- 3.9 Videotaping** - All Tech routines need to be recorded as some have elements and may be required by the technical monitors OAS may request filming of all routines and/or figures to use as training tools for officials as well. The Chief Referee will designate where the video



show be recorded from. It is best to use a tablet for recording as replays maybe requested on deck if a routine need to have a review

***** The recording and DVD are property of OAS and are used only for training and promotional purposes. Sales of routine events are not allowed by the Host Club**

3.10 Pre-Swimmers -OAS will advise if Pre-swimmers are required or if the officials will be using video reviews in the Judges room. If required the Meet Manager together with the Head Coach must ensure appropriate pre-swimmers are available for each event at the competition. OAS, the Chief Referee and Chief Scorer must be notified as soon as pre-swimmers are selected to adjust the schedule as needed.

Notes if pre-swimmers are requested:

- Effort should be made for Athletes not to pre-swim prior to competing the same routine or in their own figure group
- Each routine should have two pre-swimmers.
- Their skill level should be as close as possible to the same level as the competitors.
- In addition to utilizing other clubs, university teams may be interested in this venture.
- If you cannot find any solo pre-swimmers, you may consider having one duet swimmer swim their routine on their own
- Figure panels must have two pre-swimmers.
- It is possible for 1 pre-swimmer to do two panels. Again, make every effort to match the level of the pre-swimmer to the athletes in the event.

3.11 Highlight Safety - The meet manager shall ensure a pylon or figure marker is made available, and the Chief Referee shall place the marker to designate shallow water in which it is not permissible to conduct a platform/stack/throw highlight. Chief Difficulty Judge #1 shall notify the Referee immediately following the routine if a violation of this rule is suspected. A two-point penalty shall be assessed by the Referee per infraction.



4.0 Entry Forms, Competition Supplies

- Meet registrations will go OAS with payment to the provincial office.
- Keep DATED notes of all correspondence, phone conversations, follow-up, etc. with any clubs with whom you have dealings.
- It is the responsibility of OAS to confirm all entries and then to send the host club, Chief Scorer and Chief Referee copies of all the club entries.
- It is the responsibility of OAS to inform the Chief Referee of any late entries or incomplete forms before the meet starts.
- The Chief Referee will be responsible for collecting any and all appropriate fines.
 - The Host Club should not collect any fines.
- All entry forms are for the host clubs use in the set up of the competition and also the Meet program
- OAS will create a revised tentative meet schedule and make any necessary adjustments based on the final entry numbers. Posting of the revised schedules on the OAS website will be done by the office.
- It is the responsibility of OAS to create the spacing schedule and supply it to the host club
- The Meet Manager is responsible for running all spacing for the competition as officials will not be present for spacing. Spacing can be run with a few volunteers. Strict attention to time limits must be considered to ensure that no club has an extension of their allotted time. Assigning a Marshall for spacing will ensure that each club's spacing time begins and ends at the appropriate time. Spacing is not guaranteed at all meets and is only utilized when possible at Provincial Championships and OOAGSSC. Clubs are entitled to purchase 5 minutes of spacing for every team entered.
 - **No spacing time will be allocated for duets and solos.**
- Once the Figure Groups are drawn for each Age Group, the Meet Manager is responsible for making Panel Number and Figure Group signs for all figure events. When setting up the deck for figure events all panel number and figure signs will only be able to be set up once the Chief Referee decides on the positioning of all figures surrounding the pool.
- The Meet Manager will need to ensure that Results are available for OAS, Chief Referee, Chief Judge and OAS Officials Rep. Practice judging sheets will go through the scorers. The chits will be sent to the office, in the bin, to be kept on file for the current Synchro Season. All chits will be destroyed by the beginning of August.

It is the responsibility of the Meet Manager to ensure that the bin of supplies (flash cards, panel markers, etc.) is picked up. Contact OAS to arrange pick up from their respective storage locations. OAS office for all but the East Bin in Ottawa please contact Go Capital for that bin. The meet manager should let OAS know an expected pick up date so there is time to prepare the bin and make sure it is available and restocked. A list of contents will be e-mailed to the Meet Manager by the Project Coordinator prior to pick up.

It will be the responsibility of the Meet Manager to print off the list and verify that all listed items were received.

All scoring forms needed to be printed by the club are available on the OAS website under "Club Member Portal" as Competition and Forms

<http://synchroontario.com/club-members-portal/> (please contact the office for the current password)

It is the responsibility of the Host Club to have a sufficient supply of all forms printed prior to the start of the Meet.

Judges Chits will be sent to the Host Club with all awards prior to the meet.

After the end of the meet the Meet Manager will need to sign off on the content form and return it with the bins. Bins are required to be on deck when the Chief Referee arrives and must be returned within **two weeks of the end of the competition unless a quicker turnaround is needed to**



accommodate scheduling of another event, please confirm with OAS office of requirements.

The OAS sound system can be available upon request; liability depots will be required on hold and returned when the system is returned any cost for repairs other than normal wear and tear will be charged to the club.

4.1 During the Competition

The Meet Manager is required to:

- Be in regular communication with the Chief Referee (make sure that yourself and the Assistant meet manger/deck manager are introduced, someone must be available at all times)
- Be on deck early to ensure that the pool is set up correctly
- Block off a suitable area for Videotaping of Events
- Stay in constant communication with pool staff
- Post copies of all draws in two locations for athletes to see prior to their event
- Prepare a list of all pre-swimmers and send it 1-2 weeks prior to the meet for the referees and scorers
- Post Panel and Figure Signs prior to Figure Events
- Post all draws for Final Events
- Post all results in an organized fashion.

4.2 After the Competition

- Return Referee Bins to their respective storage locations. Waterloo Synchro Pool for West Region Bin, Gloucester Synchro for East Region bin and OAS office for Central/North bin.
- Return Sound System to OAS
- Return all unused ribbons, medals and chits to OAS
- Submit a complete set of results to OAS
- Submit the Trophy Return sign-off sheet as well as the awards inventory sheet to OAS
- Submit the Meet Manager Report and final budget for the meet and any receipts or expense forms (see Appendix J- Meet Manager Report)
- Submit SOCAN form (see Appendix A- SOCAN Fees Form)

5.0 Host Club Committee Co-coordinators

5.1 Assistant Meet Manager

Role: To assist the Meet Manager in all aspects of the meet and to act as a backup when needed in any role required.

Assistant Meet Manager should at all times have a copy of the Meet Schedule, Volunteer Schedule and contact information for all Volunteers participating at the meet

5.2 Deck Coordinator

- Be in charge of the pool deck and available to the chief referee for the whole of the competition
- Ensure sound system is in place and working
- Ensure pool deck is ready at the beginning of the meet
- Ensure judges podium and chairs are set up and ready for the beginning of the meet
- Ensure all equipment and supplies are in place at the beginning of the meet
- Ensure all coaches on deck are certified and have personally been given a wristband
- Ensure all equipment and supplies are replenished
- Ensure water is available on deck for volunteers and officials
- Ensure all volunteers have arrived and are in place



- Ensure all volunteers are trained and ready for the competition
- After the competition, ensure all equipment is dismantled and returned to its appropriate location

5.3 Volunteer Coordinator

- The Volunteer coordinator at the beginning of the season should make all club parents aware of the volunteer requirements for meets hosted by the club that season. As early as possible make all parents aware of the dates of the meet and volunteer hours required from each family.
- The Volunteer Coordinator should send out a first draft of the volunteer schedule to all families to avoid scheduling conflicts as early as possible. With the advise that the timing of event could change due to registration
- In addition to the Volunteer Schedule or time slots the link to OAS training video should be sent so your volunteers can become familiarized with the jobs. Please get current login password from OAS <http://synchroontario.com/club-members-portal/>
- See Appendix D- Description of Volunteer Positions
- See Appendix E– Volunteer Schedule
- It is imperative that all Club Volunteers be easily recognizable throughout the meet. If available to the Host Club by OAS the Host Club must agree to have all Meet Volunteers wear OAS's designated volunteer shirts for easy recognition by all attendees to the meet. Volunteer shirts will be supplied by OAS. They are to be picked up from the OAS office before the meet, unless other arrangements have been made. The volunteer coordinator is responsible to sign out the shirts to each volunteer and ensure that all shirts are returned by the end of the meet. The exact number of shirts must then be washed, folded and returned to the OAS office within two weeks. The completed volunteer shirt sign out forms must also be returned with the shirts.

5.3.1 Suggested number of volunteers required per event on deck

Figures Event

25 Volunteers

For a 4 panel Figure

1 Deck manager
4 Panel Referees
4 Panel Marshals
12 Scorers
2 Runners
1 Floater
1 assistant to the chief
scorer (if requested)

Routine Events

9 Volunteers

1 Deck Manager
1 Announcer
1 Music Operator
2 Runners
2 Timers
1 Videographer (when
requested see 3.9)
1 Floater

**Speed and Stamina**

2 Runners
1 Timer per Lane
1 Marshall
2 award certificate organizers
1 Floater

1 Recorder

Landrill Events

1 Marshal
1 Music Operators
1 Announcer
1 Runner

Suppleness and Strength

1 Marshall

5.3.2 Volunteer Requirements throughout the building**9 Volunteers**

1 Meet Manager
2 Judges Room
3 Admissions
2 Merchandise Sales
1 Awards Coordinator
1 Volunteer and coach sign in

5.4 Hospitality Coordinator

The Hospitality Coordinator will be in charge of the food in the judges room for the meet. Breakfast, Lunch, Dinner and Snacks should be provided for all judges throughout the day. Our Officials donate large amounts of time to make our meets possible. Adequate meals must be provided and ensure that the same plate of sandwiches is not being pulled out for lunch and dinner.

Sample Breakfast Items:

Bread/Bagels/Croissants
Frozen Waffles & Syrup
Coffee Cake
Yogurt & Fruit Parfaits
Breakfast Casserole
Fresh Fruit Platter
Butter/Cream Cheese/Jam

Sample Lunch & Dinner Items:

Sandwiches/Wraps
Soup
Veggie Tray/Cheese & Cracker Tray
Tacos
Lasagna/Garlic Bread/Caesar Salad
Slow cooker chicken or beef
Roast Beef/Baked Potatoes/Veggies Homemade Macaroni & Cheese

When possible try to offer a hot healthy meal with variety throughout the meet .

**** You may need also supply special Dietary meals the Chief Referee will send any quests once the official are confirmed for the Competition the Hospitality Coordinator should also ensure that cold bottled water is being distributed on deck to all officials and volunteers.

For Divisional or National Level meets

The Hospitality Coordinator will be required to have an additional volunteer in charge of transportation for all officials for the duration the meet. When requested in advance by OAS, this service may be required for Provincial competitions.



5.5 Awards/Ceremonies Coordinator

5.5.1 Prior to the Awards Ceremonies

- All ribbons and medals will be provided by OAS. The Medals and ribbons will be with the Meet Bin when it is pickup the meet manager will be arranging the pickup.
- When possible confirm all awards are in the package
- Leftover awards must be returned to OAS packed neatly in boxes, as they will be used for future meets. Cost to replace damaged awards will be charged to the host club.
- A specific location for awards presentations should be decided on prior to the meet beginning. When possible, award presentation should be done on Deck if timing allows for it. A table should be covered with a tablecloth and the ribbons and medals laid out for the meet.
- The Awards Coordinator will need to keep track of all ribbons and medals awarded throughout the meet and submit the data to OAS with the final meet report.
- At the conclusion of each final event the awards coordinator should ensure that the **announcer informs all spectators that awards will take place in the designated location 15 minutes after the results are posted**. Once the results are printed the awards coordinator will need to ensure that each copy posted has the awards information written on them. (ex. "10&Under Team Finals Awards will be in the Olympic Lounge at 11:15")
- The Chief Scorer will most likely give you a list of teams and event results. Prior to the Award Ceremony, the Awards Coordinator needs to go over the results to make sure that they have the correct number of Awards ready and to confirm finish results especially for event with both Championships and Routine results, as they do not always correspond (i.e. Team finishing 3 in championship may finish 1 in routine, or a team may not have made podium for championship but the routine score was)

5.5.2 Award Ceremony,

- Dignitaries such as the events Namesakes, the Mayor of the Host City, the Host Club President, Meet Officials, athletes who have achieved outstanding success, OAS Staff and/or Board members should be asked to present the awards.
- The coordinator should announce the event that the awards are being presented for then announce the winner in reverse order starting with 6th place saying the placement team name and when possible swimmers names. For championship and routine awards the order of presentation should be by championship results. Again, making sure that the awards announced are correct, so if a team finishes 2nd in championship but 1st in routine the announcement would represent that. As the team receives their awards, the Coordinator should be lining the swimmers up in order. At the end of the ceremony, announce for example "we are pleased to present the 2014 Hilton Invitational -10 and under team Champions" and allow for photos.

5.5.3 Trophies

Lisa Alexander Figure Meet, Leslie Taylor Provincial Cup, Ontario Championship, & Trillium 12U Championship

- OAS will provide a return form of last season's trophy winners and a volunteer will need to be assigned to collect all trophies at the beginning of the meet, and confirm that they are all in good condition



- Report any missing Trophies to either a OAS Staff member or the Chief Referee as a fine will be occurred to the Club for not returning the trophy on Time
- Report any damage trophies to either a OAS Staff member at the meet or else the Chief Referee so a plan to get it fixed prior to awarding it to the next Winner
- Have a silver cloth on hand for any polishing that may be needed
- Complete the form with the returned trophies and who received the trophy
- The completed return form will need to be submitted to OAS with all Meet Final Reports.

5.5.4 LTAD Events:

- Certificates with the swimmers name and award stickers will be sent with the awards. You will need one or two volunteers to prepare the awards as they should be handed out to the coaches at the end of the award ceremony whenever possible or to a club coach before the end of the meet

5.5.5 If a team does not attend the award ceremony:

- Collect the correct number of awards and mark them with the event name "i.e. 10 and under team" club name and if necessary the coach. If there is a team from that club still at the event, you can ask them if they can take the awards back to the team. Otherwise, all unclaimed awards will need to be mailed out to the club the following week by the Meet Manager.

5.6 Concession/Merchandise Coordinator

- If the facility allows food sales can boost earned revenue from the meet. Cold Drinks and Healthy snacks can be sold throughout the meet. Hot dog and Hamburger sales can also boost revenue significantly when sold during solo/duet and team events.
- Post signs throughout the building advertising food sales and their location.
- Any merchandise a Host Club may wish to produce for sale with the OAS logo and/or designation must have prior approval from the Executive Director of OAS.
- The Host Club May be asked to provide personnel to sell OAS designated merchandise at the competition. All funds received from the sale of such merchandise will be retained by OAS
- One approach to merchandise sales can be through a contracted provider who provides all merchandise, sets up their own booth and mans the booth for the duration of the meet with their own volunteers. In this scenario the host club usually receives between 10%-15% of gross sales.
- Clubs can also provide their own merchandise by having their own t-shirts printed to sell. Other items can include water bottles, towels, shorts, key chains etc.
- Sponsorship Recognition:
- Clubs are able to advertise sponsor in their program or at their registration table with signs and banners. However only OAS sponsorship banners are allowed to be hung on deck as these are OAS events.

5.7 Program/Marketing Coordinator

Once your club has been awarded a meet, the Program/Advertising Coordinator can begin to solicit advertising for the printed program. A good place to start is with all businesses that supply any service to your club, local businesses that will benefit from the meet and businesses that club parents are involved with.



Please note that all sponsorship must be approved by OAS. If the Host Club arranges for or refers the sponsor to OAS, the proceeds will be split 50/50. If OAS arranges for the sponsorship, all proceeds will go directly to OAS.

To avoid conflict between sponsors, neither OAS nor the Host Club shall enter into a sponsorship agreement with, or advertise in any way, any corporation whose product or sphere of business activity is in competition with any other sponsor. OAS's current sponsors take precedence and have some exclusivity. All Sponsorship agreements and advertising are subject to the approval of OAS.

The program should be printed several days before the meet to allow time for reprinting should there be any significant errors. **Draft copy must be approved by OAS prior to printing.** OAS also receives 4-6 full pages (including the back cover page) of the program free of charge for their use (to be received from the Project Coordinator).

A rough copy of the program needs to be sent to OAS prior to printing for approval.

Tip* once swimmer draws are received, double check the number of swimmers in each group with the Meet Manager's master list of entries to double check that no swimmers have been left out of the figure draw.

Two (2) copies of the program should be sent in the meet bin for OAS

5.7.1 Programs should include the following:

- Tentative Schedule of all events
- Figure Draws and Prelim start lists if available prior to printing
- List of all competitors in the events where no start lists are available
- Area for scoring
- List of the Organizing Committee members
- Welcome Letters from Club President, OAS and Local Politicians
- General Thank-you to Meet sponsors and all Volunteers
- OAS required pages

The revenue from all program sales belongs to the Host Club. Although costs associated with the creation and printing of programs varies. Clubs are free to set the price as they see fit but must stay within the following maximum selling prices

Maximum selling price is \$5.00 when the program is black and white.

Maximum selling price for programs is \$10.00 when ever colour is involved.



5.8 Admissions/Front Door Coordinator

The revenue from all admission sales for entry into events belong to the Host Club. Clubs can set fees/structures based on their own particular competition as appropriate, however, maximum fees that can be charged for the following admissions are:

Entire Weekend	less than a combined \$10.00 per day rate (i.e. for a 3 day meet it would have to be less than \$30.00)
Single Day	\$10.00
Figure Events	\$6.00
Spacing	no admission can be charged

It is further recommended that children 10 years be free

5.8.1 Job description

- Set up the admissions Table
- Post signs throughout the building stating the Program and Admission Prices
- Ensure there is an adequate float and cash box for money collected
- Provide Tracking sheets for Volunteers to record number of admissions sold
- Sell Meet Programs
- Provide volunteers with a hand stamp or wrist bands for admissions
 - The use of Wrist Bands has become more popular in tracking paid spectators entering the stands and has contributed to marked increases in the amount of revenue generated from admission sales. The volunteer must be aware that wrist bands should be applied to the wrist before entry and not allowed to hold it or attach it to handbags, etc.
- Work together with pool staff to ensure that only one entrance to spectator stands is unlocked thus decreasing the amount of access to stands by spectators who have not paid admission
- Upon completion of figure events, announcer to instruct spectators in the stands that they must now exit and purchase admission to routine events
- Advise spectators of behavior expectations throughout the meet (i.e.: no flash photography, need for quiet during figures, entering and exiting during a competitor's performance etc.)



6.0 Equipment Required

6.1 General

2 tables and chairs for music equipment and announcer
1 table and chairs for computers and scorers
2 tables and chairs for Referees

6.2 Routines

Risers (2 ft minimum height)
Chairs for 15 Judges
Chairs for practice Judges (8 – 10)
Chairs for runners
Tablet for videotaping, tripod, signage to flash the event and routine number
Computer Screen or TV for playback of Video if not recording on a tablet
3 stopwatches (in the meet bin)
Pencils
Timer sheets (need to be printed by host club)
Chits (supplied by OAS)

6.3 Figures

10 chairs per panel (2 extra available for practice judges)
1 table per panel
Large signs with Figure Names
8 Figure Markers (in meet bin)
Pencils, sharpeners, calculators for each panel
2 clipboards per panel (in the meet bin)
Figure Graph Sheets (need to be printed by host club)

6.4 Speed and Stamina Events

12-24 Flutter Boards
Chairs at both ends of each lane of pool for timers
Stopwatches (can be signed out from OAS Office on request)
Pencils,
Clipboards (in meet bin)
Chits (provided by referees)
Lane number marker
Certificate and award stickers

6.5 Suppleness (Split Testing)

2 to 3 - 6 foot lengths of masking tape for the floor

6.6 Landrill

10 chairs for judges
Clipboards for judges
Table and 3 chairs for scoring
CD player suitable for room size



7.0 SOCAN DUES

SOCAN is the Society of Composers, Authors, and Music Publishers of Canada that protects, under the Copyright Board of Canada Tariff No. 9 any composers, authors and publishers whose music is played at any/all Sport Events. The Tariff 9 license gives us the right to publicly perform live and recorded 'Works' in connection with our sport events. OAS must be licensed annually and submit quarterly dues to SOCAN.

SOCAN dues are calculated based on collection of **0.09% of gross receipts of ticket sales** from each hosted event. The tracking of ticket sales and ensuring that the appropriate report and fees due are remitted to OAS **within two (2) weeks of the event**, is the responsibility of the Meet Manager. The Meet Manager must ensure that ticket sales at a competition are tracked and that the reporting form is submitted in a timely manner. Please note that complimentary tickets are valued at half the lowest price paid for a sold ticket from the same ticket category in the same event.

OAS will be responsible for receiving all competition fees incurred at each event and forwarding quarterly reports and dues to SOCAN.

Tracking Instructions:

- Track all ticket sales by recording the number and value of tickets sold on the attached excel sheet (formatted to calculate totals for you) or on a hard copy version in the back of this guide.
- Remit completed sheet to Synchro ON within 2 weeks of your event. Send to nparton@synchroontario.com **DO NOT** put the copy in the bin.
- Please try to maintain your event budget with a **ticket sales line item that matches the information you submit** to OAS in the event of a SOCAN audit.



Appendix A- SOCAN Fees Form

Club name: Event	_____
Name: Event Date:	_____
Event Location:	_____
Meet Manager Name:	_____
Phone:	_____
Email:	_____

Ticket Sale Breakdown

Entry Fee Category	Fee per person	Number Sold	Total
Example: weekend pass	\$ 10.00	53	\$ 530.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
Total Ticket Sales			\$ 0.00
SOCAN Dues	0.09%		\$ 0.00

Payment options: Cheque

(to Synchronicity ON) Visa or

MasterCard Number:

Expiry Date: Name

on Card:



Competition Hosting Agreement

Liaison Representatives

OAS names the following liaison representatives for the purpose of consultation with the Organizing Committee:

The Executive Director, to interpret and make operational the terms of this Agreement;

The Project Coordinator, to monitor adherence to the Meet Manager's Guide and to provide guidance with all competitive facets of the competition.

The Project Coordinator for administrative items such as competition packages, awards, etc.

The Sport Development Manager or Executive Director, to direct and coordinate all sponsorship and merchandising for the competition, as well as program information.

EXPENDITURES

Ontario Artistic Swimming

- a. *Personnel Expenses* - As per OAS policies and in consultation with the Executive Director, the association shall provide travel, accommodation and per diem expenses for officials to attend designated competitions. Further, OAS will arrange for and provide the following:

Judges, as named by the OAS Officials Representative

One Competition Leader, usually the Chief Referee, to monitor adherence to the Official Rule Book and the Meet Manager's Guide, and to provide guidance and support to the Meet Manager.

The Provincial Scoring Coordinator (PSC) or his/her designate at Provincial Competitions. The PSC will assist host clubs in arranging for scorers at Regional Meets. Please note that host clubs will be required to provide assistants to the scorer as requested.

- b. *Pool/Facility Costs* – Typically, all pool rental charges during the competition and all costs associated with such pool rental are the responsibility of OAS, unless otherwise stated in the Agreement, the Official Rule Book, or the Meet Manager's Guide. OAS must approve all facility fees and have in their possession a facility contract. Contracts must be in the OAS office by September 30. Should the fees for the facility costs be out of line with the provincial budget, OAS reserves the right to cap the amount of monies they will pay. The host club will be responsible for paying the difference between OAS's capped amount and the actual pool costs incurred to run the competition, therefore, host clubs are to negotiate the best rate possible. Host clubs are also responsible to ensure that requests to cancel unused pool time are promptly handled, meeting the facility's cancellation policy. Should a host club fail to cancel pool time as per OAS's direction; costs associated with that request will be paid by the host club.

Supervision - The Host Club must ensure that lifeguards are on duty and actively guarding the facility (as per the Ontario Health Regulations) during ALL aspects of a OAS event.

- c. *Meeting Spaces* - All competition related meeting rooms to be used by OAS and other requirements, other than those identified in the Agreement, the Official Rule Book, or the Meet Manager's Guide, shall be paid for by OAS. Any rooms used by the Host Club for the purposes of merchandise sales or otherwise revenue generating activities shall be paid for by the Host Club. The Executive Director must approve all room bookings.
- d. *Awards* – OAS shall provide awards for the competition. Individual clubs are responsible for the engraving of, and repairs to, any damage or loss to Provincial trophies while they are in the possession of their Club or swimmers. (See Meet Manager Guide). **Leftover awards must be returned to OAS packed neatly in boxes as they will**



Used for future meets. Cost to replace damaged awards will be charged to the host club (See Equipment and Supplies).

Host Club

- a. *Resources* - Host Clubs are required to provide all necessary resources for the event they are hosting independent of other clubs participation. Host clubs are not to expect volunteer, fundraising or other participation from other clubs while planning or running a OAS event, unless arranged and agreed to in advance. If available to the Host Club by OAS's merchandise sponsor, the Host Club must agree to have all Meet Volunteers wear OAS's designated volunteer shirts for easy recognition by all attendees to the meet.
- b. *Hospitality* – The Host Club shall provide meals and snacks for all judges and officials, for the duration of the competition. The Host Club is to be responsible for the cost of these refreshments throughout the competition. Sample menus and suggested food items by meal are provided in the Meet Manager's Guide. The Host Club will be required to provide all transportation for the Judges, referees, music and scoring personnel between pool and hotel accommodation for Divisional and/or National events. When requested in advance by OAS, this service is required for Provincial competitions. The Host Club will encourage use and booking of OAS's sponsor hotels and their respective locations, wherever they are identified as blocked and available by OAS.
- c. *Equipment* - The Host Club is responsible for all costs and manpower associated with providing, acquiring and transporting the necessary sound system, computer scoring system, photocopier, meet bins, merchandise and officials seating as per the provincial requirements. Please do not ask OAS staff to transport materials.

Sound System (Regional & Provincial) - For all Regional Meets, the Host Club shall be responsible for providing all necessary sound system equipment). For all Provincial Meets, the Host Club will require **two** sound systems (with CD capabilities). The OAS sound system can be available upon request, A liability depots will be required and held until the sound system is returned any cost for repairs other than normal wear and tear will be charged to the club To ensure adequate underwater sound levels 2 underwater speakers should be used at all times.

Internet/Printer/Photocopier - The Host Club will make all necessary arrangements for onsite internet accessibility and a printer capable of handling the volume of copies required for the competition as defined by the Chief Scorer. See the current Guidelines for details.

Judges Seating - Host Clubs are required to provide adequate chairs/risers for officials during all OAS events. Should a club wish to use the OAS official's chairs, they may be booked. Costs, manpower, and transportation needed to move the chairs are the responsibility of the host club. The Host Club is responsible for any loss or damage incurred to the officials chairs if used for a competition.

- d. *Social Events* – Social events planned for participants at Ontario competitions are designed, organized, and run by the host club. Any social events, or events outside of the competition schedule are optional except for the OOAGSSC (Age Group Championships) at which the social event/banquet is required. If you need to discuss this component, please contact the office.



REVENUS

OAS

a. *Entry Fees* – all entry fees are paid to OAS.

b. *Merchandise* -

Any merchandise a Host Club may wish to produce for sale with the OAS logo and/or designation must have prior approval from the Executive Director of OAS.

The Host Club will be asked to provide personnel to sell OAS designated merchandise at the competition. All funds received from the sale of such merchandise will be retained by OAS. The Host Club, at the commencement of the meet, must sign an inventory list. The Host Club will be requested to use OAS's Merchandising Sponsor unless an alternate is requested with sound reason well in advance of the meet or unless the designated sponsor is not available to attend. This merchandise sponsor is responsible for supplying the OAS Volunteer Shirt for the event at no cost to the Host Club or OAS. The Host Club is responsible for submitting the number of shirts and respective sizes at least three weeks in advance of the meet.

Arrangement for the return of OAS's unsold items must be made within 10 days of the event. A signed and completed inventory sheet must accompany unsold goods, as well as monies replacing the merchandise not returning. The Host Club is responsible to cover costs associated with the return of merchandise to the office.

c. *Sponsorship* -

All sponsorship must be approved by OAS. If the Host Club arranges for or refers the Sponsor to OAS, the proceeds will be split 50/50.

If OAS arranges for the sponsorship, all proceeds will go directly to OAS. To avoid conflict between sponsors, neither OAS nor the Host Club shall enter into a sponsorship agreement with, **or advertise** in any way, any corporation whose product or sphere of business activity is in competition with any other sponsor. OAS's current sponsors take precedence **and have some have exclusivity**. All sponsorship agreements **and advertising** are subject to the approval of OAS.

Host Club

a. *Admissions/Ticket Sales* – The revenue from all admission/ticket sales for entry into events belongs to the Host Club. Clubs can set fees/structures based on their own particular competition as appropriate, however, maximum fees that can be charged for the following admissions are:

Entire weekend	- less than a combined \$10.00 per day rate (i.e. for a 3-day meet it would have to be less than \$30.00)
Single day	- \$ 10.00
Figure Events	- \$ 6.00
Spacing	- no admission can be charged

It is further *recommended* that children 10 years and under be admitted free of charge or at a reduced rate.

In the event that a host club posts and/or collects entry fees that exceed the amounts listed herein, OAS (Referee, Staff, or Board member) will ensure that admission fees are changed immediately. OAS will estimate the excess revenue generated as a result of inflated fees and invoice the host club. The invoiced amount will be at the sole discretion of OAS.



- b. *Programs* – The revenue from all program sales belongs to the Host Club. Although costs associated with the creation and printing of programs varies, Clubs are free to set the price as they see fit and are bound to the suggested maximum for programs less than 52 pages maximum selling price is \$5.00. For colour program over 52 pages the maximum selling price is \$10.00. It is the Host Club's responsibility to contact OAS no less than two weeks before going to press confirm when the draft copy will be available for approval. and confirm that there are no changes in OAS advertising (d) may not be altered without permission.
- c. *Merchandise Sales* – The following applies to merchandise sales surrounding a competition: All revenues from the sale of meet specific merchandise belong to the Host Club. The costs for producing such merchandise will be paid by the Host Club. It is the Host Club's responsibility to contact OAS to discuss merchandising options and sponsor agreements that may affect the Host Club's supplier options. Any merchandise proposed for sale by the Host Club must not be in conflict with: Any items to be sold by OAS; OR OAS Sponsor Agreements
- d. *Advertising* – The following applies to advertising revenues surrounding a competition: All revenue from the sale of advertising space in the program belongs to the Host Club. Advertising space, free of charge, must be made available to OAS as per the Meet Manager's Guide. See (b).

All signage and/or advertising at the venue are subject to the approval of OAS. In general, Club sponsors can be advertised in the meet program and Club sponsor's banners can be located around the registration/admissions area. However only OAS banners can be displayed on deck.

Other notes:

- a. *Change Rooms* - The Host Club must ensure that there are adequate facilities available for officials of both genders to use change rooms.
- b. *Accessibility* - The Host Club must ensure that the venue, change rooms and deck are wheelchair accessible or to make special arrangements for wheelchairs. The deck must also be cleared for wheelchairs as special needs athletes may choose their own entry point.
- c. *Budget* – The Host Club is to provide an initial budget as well as a final accounting of expenses and revenues of the event in order for OAS to be better able to appropriately budget and ascertain future meet fees.
- d. *Wrap-up* – All items listed in the Meet Manager Guide as per "Post Competition Requirements" must be submitted to OAS within the designated timelines. All final invoices and submitted expenses will be cleared upon receipt of this package.



Facility Costs

The facility rental is secure for the dates listed in this agreement. We note that the facility cancellation policy requires that they are notified of final changes in the pool rental schedule by

_____ (date). ☐ in writing ☐ verbal

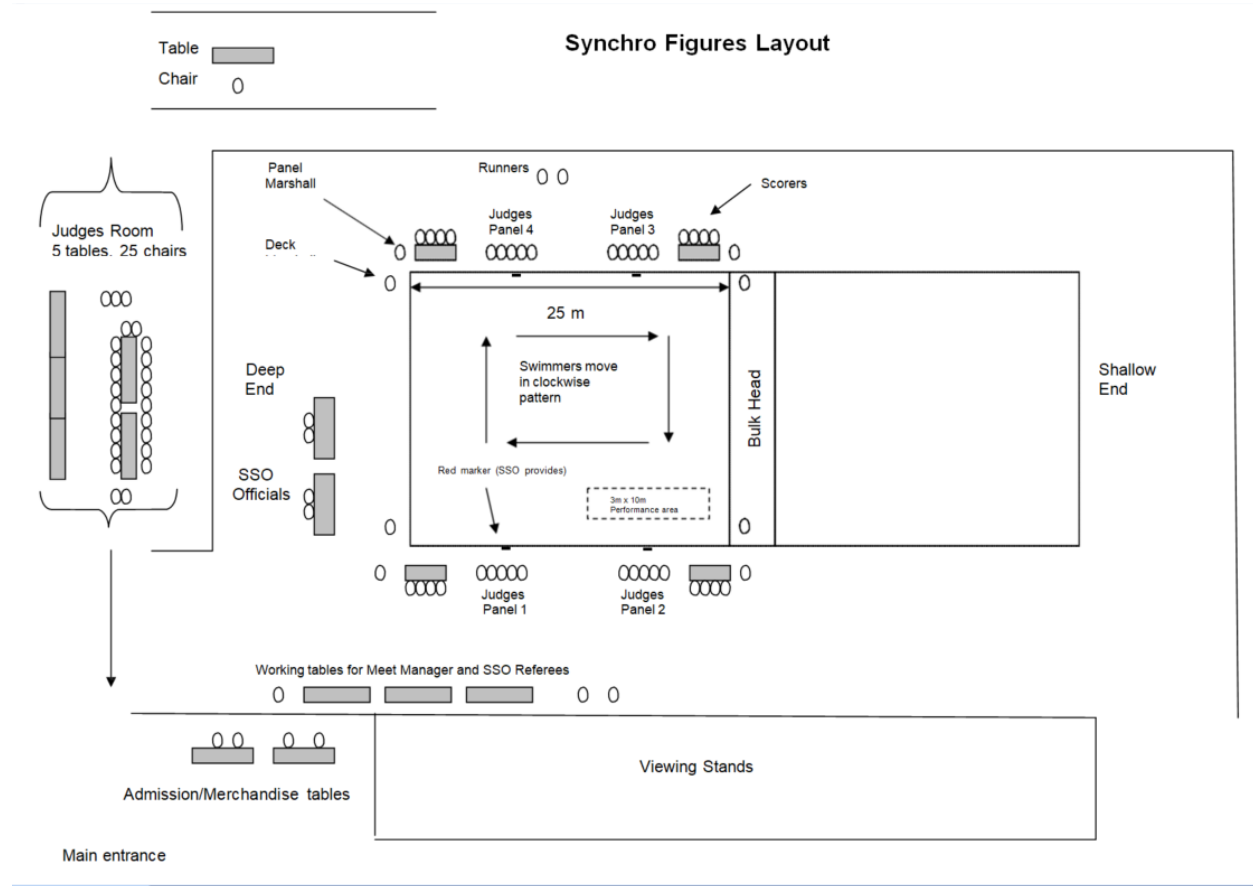
Fees associated with the facility are confirmed as per the facility quote provided to OAS at the time of bid or no later than September 30, 2014.

Should the fees for the facility be excessive or if the pool contract is not received by September 30, OAS reserves the right to set a maximum fee that they are willing to pay for that facility/ competition and will require the balance to be paid by the host club. (see Expenses)

In order to ensure that the OAS budget includes facility costs that are manageable, we require that you note any upcoming rate increases or additional costs that have not been identified in your bid package/facility quote.

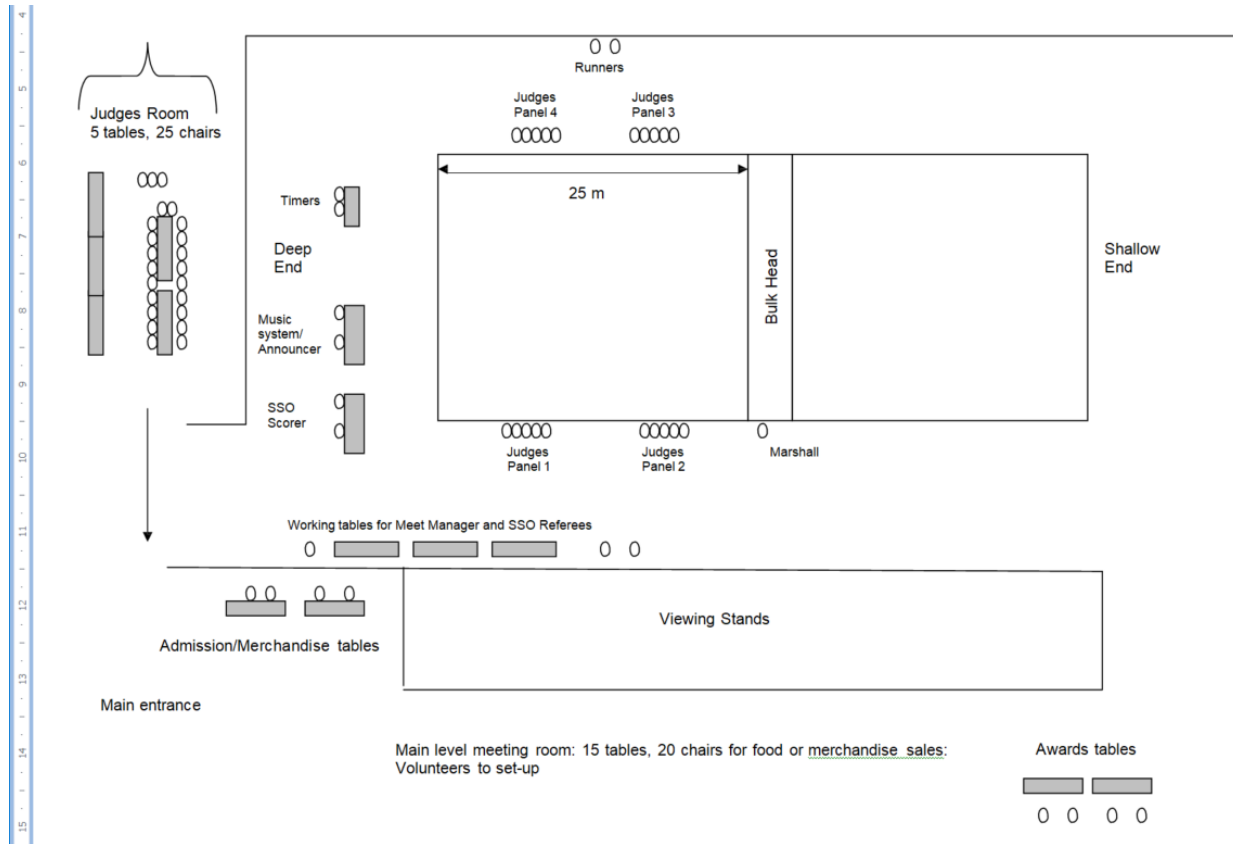
OAS Equipment & Supplies

Appendix B - Figures Pool Diagram





Appendix C–Routine Pool Diagram





Appendix D- Description of Volunteer Positions

Admission –

- Selling of programs, water and charging admission. Monitoring entrance to the gallery.

Store (Merchandise Sales)

- For this meet we have contracted out all the merchandise, volunteers will be assisting in running the booth.
- Host Club will also be selling the event t-shirts independently.

Trophy Return

- During the day of spacing or the first day of the event you will need to have a volunteer collect and check in all trophies.
- OAS can supply you with the list of last year's winners.
- You will need to ensure that they are in good condition and have been engraved
- A Trophy return form will be provided by OAS to fill out for all Trophies returned and who the current recipients are.

Judges Room

- Putting out meals and snacks for the judges
- keeping the judges belongings safe while they are on deck judging.
- Full menu and details will be provided.

Deck Marshall

- Making sure the competitors are in order for the event that is going on.
- A List of Draw Order will be given to the Marshall by the referee

Panel Marshall

- Ensure splits, scratches and breaks are marked on draw sheet and are the same as the Referee's

Panel Referee's

- Confirm start number for your figure
- Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- Line up swimmers in the water about 3-4 ahead, and 2-3 more out of water.
- IF THIS IS A FAST FIGURE: ask judges to break until there are several swimmers gathered, and they have had a chance to relax and think through the figure.
- First competitor must not start until after the whistle
- Send swimmers out in front of judges as marks from previous competitor are being read. Flip score card
- Hold next swimmer if:
- Previous swimmer does an incorrect figure and is asked to repeat it. A break is scheduled
- A re-read of scores is called for.

Announcing

- During all solo, duet and team events swimmers names and marks will need to be announced.
- a script will be provided on what exactly needs to be said by the scorer of the competition.



Timers for Routines

- You will be given a stopwatch, pencil and paper to record the deck time and routine time of each duet, solo or team.
- Referee will give detailed instructions prior to the event.

Awards

- get the ribbons and medals arranged to be handed out for the next awards by the Award Coordinator or designated official or dignitary.
- Works under the direction of the Meet Manager
- Make sure location and time of awards are noted on results prior to posting
- Photocopying of all results, posting of results on deck and in a visible location for spectators.

Panels Scorers #1 - #4 - recording and adding up all figure scores during the figure events

- Record figure name and panel # on EACH sheet
- Do not pre-number sheets (there may or may not be pre-swimmers)
- Enter pre-swimmer scores, and then continue with competitors' scores. You should finish sheets all at the same time.
- Scratched swimmer's number should be recorded in sequence with "Scratched" written prominently next to it.
- Listen for the competitor number to confirm you are recording the proper score. If you get out of order ask for a break to sort out. Inform head referee.
- If you do not hear a score, ask LOUDLY for a RE-READ ... don't be shy
- Do not copy from other scorer
- Panel Referee will initial re-read
- Record penalty when assessed. Panel Referee will initial penalty. Computer automatically subtracts penalties, and eliminates high and low scores.

OUTSIDE SCORERS

- Sheets set up to record competitors' marks VERTICALLY
- Add marks to get a SUM. Compare total with other outside scorer. (We no longer require crossing out high and low marks)
- Do not copy from other scorers

MIDDLE SCORER

- Sheets set up to record competitors' marks HORIZONTALLY
- Do NOT add scores. Record total sum when outside scorers agree.

Panel Referees

- Place flip score card so swimmers can readily see it (may be better for assistant referee to flip competitor number)
- Ensure splits, scratches and breaks are marked on draw sheet
- Confirm start number for your figure
- Determine entry and exit points for swimmers
- Relay to Assistant Referee. Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- First competitor must start after the whistle
- Call swimmer number loudly so that swimmer and scoring table can hear. Flip score card
- Announce scratches such as "Competitor # 24, scratched"
- After competitor has finished, Call "Judges" for judges to flash their score
- DO NOT start reading score until all judges' marks are flashed. Always start reading with Judge #1



- If a Re-Read is called for, call out Re-read quickly and loudly. Stop next swimmer until after re-read. If swimmer has started and cannot be stopped, ask judges to remember marks. Assistant referee will hold next swimmer until scores are recorded properly. Initial correction on all sheets after starting the next swimmer.
- If figure is done incorrectly, judges will ask swimmer if she would like to repeat figure. Hold next swimmer. A two-point penalty will be assessed. Initial all score sheets.
- Announce breaks to judges.

Runners during Figures

- Collecting of full sheets from Panels#1-4 and taking them to the scorer's table during figures.
- Also will be supplying water to judges, referees and scorers during figures

Runners during Routines & Landrill

- will collect the judges individual pieces of paper with their marks written down and hand in to the scoring table at the end of each competitors swim

Videotaping

- All Tech routines need to be recorded as elements and may need to be review required by the Referee
- OAS requires filming of other routines or Figure groups to use as training tools.
- Videographer will be provided with a designated spot
- Printed event sheet should be flashed before the first pre-swimmer or competitor
- The use of a set of judges flashcards is helpful in identifying the competitor number.

Music Operator – see music

- Downloads all digital music from the OAS Music Dropbox into the competition computer
- Organize all the music by event in the competition start order
- Play all music during competition
- Ensure that the music does not exceed a maximum of 90 decibels.

Floaters

- as always there are things that come up during the meet that we need
- send someone out on errands
- fill in if a volunteer is late.
- Could entail any of the above jobs



Appendix E– Volunteer Schedule

Saturday	Judges Room	Amy A.	Bonnie B.		
Figures	Admission Desk	Conny C.	Carla C.		
10&Under Fig	Floater	Debbie D.	Michelle M		
7:45-9:30	Panel Ref's	Stephanie S.	Kim H.	Wendy F.	Joie K.
	Panel Marshal	Sabrina B.	Pauline A.	Barb B.	Jenn N.
	Scorers Panel 1	Tim J.	Robin F.	Janet Z.	
	Scorers Panel 2	Heather Z.	Sherri V.	Renee S.	
	Scorers Panel 3	Suzanne M.	Bruce M.	Paul K.	
	Scorers Panel 4	Susan H.	Dixie S.	Pam B.	
	Runners	Sarah F.	Emily B.		
	Awards	Kathy N.			
9:30-11:45	Admission	Wendy F.	Kim H		
Free Events	Store	Cathy F.	Pam B.	Sherri V.	
	Judges Room	Ruth M.	Susan H.	Barb W.	
	Awards	Jenn N.			
	Announcer	Bruce M.			
	Music	Bob S.			
	Timers	Linda A.	Sue J.		
	Runners	Pauline A.	Tim J.		
	Floater	Sue S.	Michelle M		
11:45-1:05	Admission	Barb W	Kim H		
Tech Events	Store	Cathy F.	Pam B.	Sherri V.	
	Judges Room	Ruth M	Linda A.		
	Awards	Jen N.			
	Announcer	Bruce M.			
	Music	Bob S.			
	Timers	Joie K.	Carey B.		
	Runners	Suzanne M.	aunie e.		
	Floater	Sue S.	Francine G.		
	Video	Pauline A.			



Appendix F Instruction for Figure Volunteers

A. Instructions for Panel Referees

- Place flip score card so swimmers can readily see it (may be better for assistant referee to flip competitor number)
- Ensure splits, scratches and breaks are marked on draw sheet
- Confirm start number for your figure
- Determine entry and exit points for swimmers. Relay to Assistant Referee. Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- First competitor must start after the whistle
- Call swimmer number loudly so that swimmer and scoring table can hear. Flip score card
- Announce scratches such as "Competitor # 24, scratched"
- After competitor has finished, Call "Judges" for judges to flash their score
- DO NOT start reading score until all judges' marks are flashed. Always start reading with Judge #1
- If a Re-Read is called for, call out Re-read quickly and loudly. Stop next swimmer until after re-read. If swimmer has started and cannot be stopped, ask judges to remember marks. Assistant referee will hold next swimmer until scores are recorded properly. Initial correction on all sheets after starting the next swimmer.
- If figure is done incorrectly, judges will ask swimmer if she would like to repeat figure. Hold next swimmer. A two-point penalty will be assessed. Initial all score sheets. Announce breaks to judges.

B. Instructions for Marshalls

- Ensure splits, scratches and breaks are marked on draw sheet and are the same as the Panel Referee's
- Confirm start number for your figure
- Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- Line up swimmers in the water about 3-4 ahead, and 2-3 more out of water. If swimmer cannot be found, don't wait until it is her turn to swim to look for her, at a convenient time announces loudly the swimmer's number (only call the swimmers number ONCE... this is important). If she still does not show up, bring it to the attention of the Chief Referee.
- IF THIS IS A FAST FIGURE: ask judges to break until there are several swimmers gathered, and they have had a chance to relax and think through the figure.
- First competitor must not start until after the whistle
- Send swimmers out in front of judges as marks from previous competitor are being read.
- Flip scorecard
- Hold next swimmer if: Previous swimmer does an incorrect figure and is asked to repeat it. A break is scheduled
- A re-read of scores is called for.

C. INSTRUCTION for SCORERS

- GENERAL
 - Record figure name and panel # on EACH sheet
 - Do not pre-number sheets (there may or may not be pre-swimmers). Enter pre-swimmer scores, and then continue with competitors' scores. You should finish sheets all at the same time.

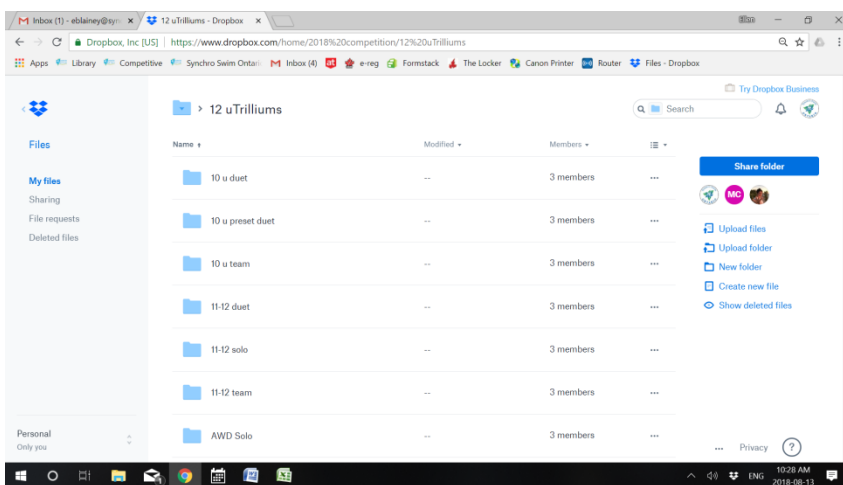


- . Scratched swimmer's number should be recorded in sequence with "Scratched" written prominently next to it.
 - . Listen for the competitor number to confirm you are recording the proper score. If you get out of order ask for a break to sort out. Inform head referee.
 - . If you do not hear a score, ask LOUDLY for a RE-READ ... do not be shy. Do not copy from other scorers. Panel Referee will initial re-read
 - . Record penalty when assessed. Panel Referee will initial penalty.
 - . Computer automatically subtracts penalties, and eliminates high and low scores
- **OUTSIDE SCORERS**
 - . Sheets set up to record competitors' marks VERTICALLY
 - . Add marks to get a SUM. Compare total with other outside scorer. (We no longer require crossing out high and low marks)
 - . Do not copy from other scorers
- **MIDDLE SCORER**
 - . Sheets set up to record competitors' marks HORIZONTALLY
 - . Do NOT add scores. Record total sum when outside scorers agree



Appendix G Instructions for Music Manager

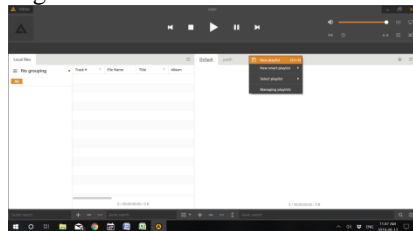
1. Sound System Setup:
 - a. Recommended equipment
 - Sound System with MP3 capability and microphone
 - Laptop or tablet to play the music
 - 2 underwater Speakers
 - Decibel Reader
 - b. Music playback should read below 87dB
 - c. Best practice it to have enough on deck speaker to cover the size of the pool deck and when possible have a speaker in or aimed at the spectator stand
 - d. Music needs to be close to where the scorer
2. Downloading the music files
 - a. Approximately one week prior to the meet OAS will send a link to drop box with all the music for the competition broken in to folders for each event



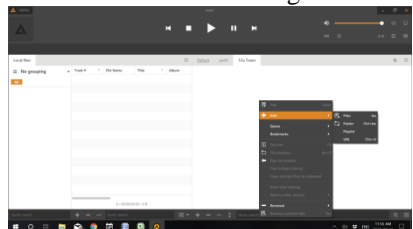
- b. The first thing is to cross check each folder with the registration list sent to the meet manager in case any music has been missed by the office. If you notice missing music advise and it can be added to the file prior to downloading this is the easiest way but files can be added after if needed
 - c. Once all music is accounted for the music file should then be downloaded to the laptop or tablet that will be used at the meet. It is wise to either download this file onto two machines or to make a copy on a memory stick so you have a backup system for emergencies
 - d. Do not plan on playing directly from dropbox as most pools don't have WIFI and if they do it is not always reliable.
3. Music Player on Laptop or Tablet
 - a. OAS Approved and required music app is called AIMP and is available for both Windows and Apple IOS for free download
 - b. The app is easy to operate as music coordinator you will need to upload the music into play lists. When possible you should also put the music in swim order prior to the day of the meet
 - c. To upload playlist:
 - Open AIMP



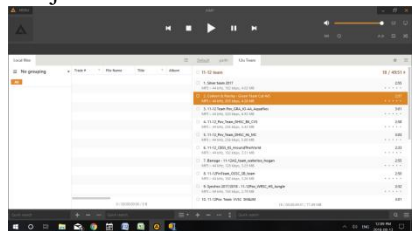
Right click on the Default bar and select new playlist this will give you a new tab



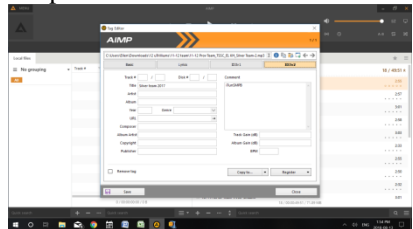
To load the event music right click and select Add/ folder and chose the file for the event



Once the music is in AIMP you can drag them into the correct order so the music person can just select the next one in the order



One thing that you may notice is once the music is uploaded into AIMP is the title has changed this is due to the file having metadata saved on the original. To remove highlight the file and right click then select file info and check the ID3v1 & ID3v2 tabs for any information erase all data and save. Once this is done the file should show the name from Dropbox



4. To Play music

- a. The music play back is easy this app auto stops do the music volunteer only has to select the correct event
- b. The song that is checked is the one that will play so first confirm all music files are unchecked prior to all events
- c. During warm-ups you can ask the Ref if you can show the volunteer how the system work and also check any music
- d. Directions for Volunteer

Select the correct event

Confirm all music is in the correct order of swim. (The Chief Scorer will give you a correct order of swim prior to the event including pre-swimmers if any)

Select the first routine

Swimmers will walk on and the ref will blow the whistle

Pres play

The system will automatic stop at the end



During the music you can deselect the current file and select the next one this will not interfere with the playback.

- e. Playback will be wrong if more than 2 songs are selected to make sure you remind the volunteers to unselect the song prior to selecting the next one



Appendix H Instructions for LTAD land Events

A. Referee

- Ensure the judge or tester has the appropriate protocol available
- ensure space for testing is appropriate
- mark ground or mats with required lines
- monitor the athletes are ready and quite

B. Scorer

- Help with recording the results



Appendix I Instructions for LTAD Pool events

A. Timer for 25 m speed event

- Each timer needs a stop watch and a pencil
- Receive the appropriate chit from the swimmer before they go to the other end of the pool and line up opposite you (make sure it is the same swimmer that gave you the chit!)
- Swimmers will hop into the pool and hold on
- Watch the referee for the hand signal (arm comes down) and whistle
- Start the watch with the signal
- Timers are to time from the start of the race (whistle and arm movement) until their swimmers' board touches the pool wall in front of them
- Keep the swimmer in the water until signaled by the referee for all to exit the pool
- Record the time on the chit (min, seconds to hundredths of a second) Give chit to runner
- Repeat

B. Timer for stamina events

- Each timer needs a stop watch and a pencil
- Know the length of the race (this differs from one age group to another)
- Receive the appropriate chit from the swimmer before they slip into the pool in front of you
- Swimmers will hop into the pool and hold on
- Watch the referee for the hand signal (arm comes down) and whistle
- Start the watch with the signal
- Timers are to time from the start of the race (whistle and arm movement) until their swimmer has completed the desired number of lengths
- Use your pencil and the back of the chit to count laps as this is your responsibility for this event
- When the swimmer has finished, keep them in the water until the referee signals all to exit
- Record the time on the chit (min, seconds to hundredths of a second) Give chit to runner
- Repeat

C. Referee

- Each timer needs a stop watch and a pencil
- Train timers in use of stop watch and how to reset timer for each race.
- See that swimmers are lined up and have the correct chit to hand to their time. See instructions for times
- See that draws are posted prior to the event
- Signal the start of any heat with both whistle and arm movement (so timers can see you)
- Keep swimmers in the water each heat until all have finished
- Signal swimmer exit from pool and entrance of those in next heat



Appendix J- Meet Manager Report

Meet: _____

Meet Manager: _____ Date of Event: _____

Bin Pick up Date: _____ When did the Awards arrive: _____

Was everything ready and the bin complete? If not, what was missing and was it rectified:

Bin Return required Date: _____

Date sent to OAS:	DVD copies _____	Remaining awards _____
	Paperwork _____	Incident reports _____
	Socan report _____	Financial Statement _____

Any items that need to restocked or repaired: _____

How was the Schedule for the event: no issues _____ some issues _____ needs review _____

Please explain any problems:

Were there any dignitaries present to assist in the award ceremony: ☐ Yes ☐ No

If yes Name(s): _____

Did the event have media coverage: ☐ Yes ☐ No

Please list: _____

Information that may be helpful to future Meet Managers (ie suppliers, things that worked or didn't):
