



# MEET MANAGER HANDBOOK



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# INTRODUCTION

Synchro Alberta (SA) has developed this handbook for use by Meet Managers of SA sponsored meets and Invitational meets. Information provided within this manual will assist the Meet Manager with the duties and timelines of running a meet.

## A. MEET CLASSIFICATIONS AND DEFINITIONS

### 1. Synchro Alberta Sponsored Meets

National Stream (NS): Provincial Qualifier and Provincials  
Provincial Stream (PS): Wildrose Classic Qualifier and Wildrose Classic  
Masters Provincials

Rules and fees are governed by Canada Artistic Swimming (CAS), Synchro Alberta (SA) and FINA.

### 2. Invitational Meets

Invitational meets are defined as any meet not mentioned above that is hosted by any club where other clubs will be attending. The Host Club may determine the rules and fees for these meets and will be responsible for all associated finances pertaining to the meet. These meets **must** be sanctioned by Synchro Alberta.

### 3. Interprovincial Meets

Canadian Qualifier  
Canadian Artistic Swimming Championships  
Synchro Youth Natation Championships (SYNC)

Rules and fees for these events are outlined by Canadian Artistic Swimming and FINA.

## B. GUIDELINES FOR SYNCHRO ALBERTA SPONSORED MEETS

- B.** The Synchro Alberta competition bid package will be released in January.
- C.** The competition hosting agreement will be provided to the Host Club by June 1.
- D.** Hosting grants will be awarded within 30 days of the event upon the return of all unused awards, borrowed equipment and submission of all outstanding expenses seeking reimbursement through the meet budget.

# SYNCHRO ALBERTA SPONSORED MEETS

The following information is specific to clubs hosting Synchro Alberta (SA) sponsored meets.

## A. MEET MANAGER'S TIMELINE

The following chart outlines the timing for the completion of the tasks involved in running a meet. Please contact Synchro Alberta's Technical Director or the Competition Chair for further information.

	January	<ul style="list-style-type: none"> <li>SA will circulate the bid package</li> </ul>
PREPARING FOR THE MEET	March & April	<ul style="list-style-type: none"> <li>SA will book facilities for Synchro Alberta sponsored events in the next season.</li> <li>SA will book meeting rooms required for judges, volunteers, athletes, etc.</li> </ul>
	April & May	<ul style="list-style-type: none"> <li>SA will contact clubs in regards to the bid outcomes and hosting contracts.</li> <li>Meet Manager will confirm the facility's policy on bringing food into the facility.</li> <li>Meet Manager will book any other space required for any events outside the event schedule by SA (i.e. banquet facility). Communication regarding any extra events needs to be communicated to SA and information to be provided to be included in the first meet package.</li> <li>Meet Manager will acquire a copy of Synchro Alberta's Technical Regulations (<a href="http://www.synchroalberta.com">www.synchroalberta.com</a> &gt; Policies/Rules); the Canada Artistic Swimming rulebook (<a href="http://www.synchro.ca">www.synchro.ca</a> &gt; competitions &gt; CASSA rulebook); and the FINA General Rules and Synchronized Swimming rules (<a href="http://www.fina.org">www.fina.org</a>).</li> </ul>
	2-4 Months Prior	<ul style="list-style-type: none"> <li>Draft budgets will be provided by SA. Specific dates will be pending facility contracts.</li> </ul>
	2-3 Months Prior	<ul style="list-style-type: none"> <li>Meet Manager will ensure that a reliable music system is available; SA has a sound system available for use. The request form may be found in Appendix 'C.' Clubs are strongly encouraged to use the SA system as a back-up where possible. If a system is borrowed from another club, it is recommended that a confirmation letter be sent to the club lending the system, and a written guarantee be obtained from the lender for use of the system.</li> <li>SA will book accommodations for officials.</li> </ul>
	10-12 Weeks Prior	<ul style="list-style-type: none"> <li>The first meet package for all SA meets are distributed by SA.</li> <li>The E-sport registration database will be set up by SA and opened.</li> </ul>
	7-8 Weeks Prior	<ul style="list-style-type: none"> <li>Meet Manager will meet with the facility staff to determine the logistics for setting up the facility.</li> <li>Technical Director and the Competition Chair will begin to work on the schedule.</li> </ul>
	6 Weeks Prior	<ul style="list-style-type: none"> <li>Registrations, fees, surcharges and spacing fees are due to SA. This also applies to pre-swimmers.</li> <li>Host Club begins making arrangements for judge's hospitality.</li> <li>Officials Chair (or designate) will acquire the judges, referees, and the chief scorer, and will determine the panels for all meets.</li> <li>Host Club enlists all of the volunteers needed and supply them with a detailed job description and, if possible, a director for all areas. A list of volunteers and descriptions can be found in 'Preparing for All Meets; B. Volunteer Job Descriptions and Supplies Needed.'</li> </ul>
	4-5 Weeks Prior	<ul style="list-style-type: none"> <li>SA will finalize facility contracts.</li> <li>The meet schedule will be prepared and/or approved by the Competition Chair.</li> </ul>

	2-3 Weeks Prior	<ul style="list-style-type: none"> <li>The meet schedule will be circulated two weeks prior to the start of the meet by the Technical Director or Competition Chair.</li> <li>Meet Manager will contact the facility to confirm logistics and any changes and ensure all equipment will be available.</li> <li>Officials Chair will provide final number of officials for hospitality purposes.</li> <li>SA will distribute second meet packages if required. Meet Manager will provide any last minute information that needs to be included.</li> <li>Meet manager will receive a copy of the meet schedule.</li> <li>SA will coordinate the delivery of the awards to the Meet Manager.</li> </ul>
	1 Week Prior	<ul style="list-style-type: none"> <li>Meet Manager will receive a copy of the official's schedule.</li> <li>Confirm supplies are available as listed with each volunteer job description.</li> <li>Arrange to pick up the SA sound system, if required.</li> <li>Chief Referee will conduct the draws for the figures groups and communicate them to the Technical Director, Officials Chair and Meet Manager, who will distribute the draws to participating clubs. The draws will be distributed no later than one week prior to the start of the meet.</li> <li>Chief Scorer will send the draws to the Technical Director (for posting on the website), the Chief Referee, the Meet Manager and the Coaches.</li> </ul>
	2-3 Days Prior	<ul style="list-style-type: none"> <li>Chief Scorer will prepare Figures Graph Sheets (Appendices 'G' and 'H').</li> <li>Meet Manager will photocopy sufficient Routine Time Sheets for the meet (Appendix 'H').</li> </ul>
	1 Day Prior	<ul style="list-style-type: none"> <li>Meet Manager will ensure general set up is done (this may include hospitality and judges' room, tables, chairs and judges' chairs) as per facility timelines.</li> <li>Meet Manager will ensure all the needed supplies are available, as per 'Preparing for All Meets; B. Volunteer Job Descriptions and Supplies Needed', including a copy of the <u>Synchro Alberta Technical Regulations, Canada Artistic Swimming Rulebook and FINA Rulebook.</u></li> </ul>
DAY OF THE MEET	2-3 Hours Prior	<ul style="list-style-type: none"> <li>Meet Manager will set up a registration table where the clubs can register. Make deck passes available at this table.</li> <li>Only authorized coaches will be allowed on the deck during competition. Wristbands will be provided by SA for this authorization for Provincial meets only.</li> <li>Meet Manager will meet with key people (the Chief Scorer, Chief Referee, music operator, announcers, videographer and Hospitality Chair) to go over meet protocol and to address any problems and/or concerns.</li> </ul>
	During	<ul style="list-style-type: none"> <li>Meet Manager ensure the Synchro Alberta Technical Regulations, Canada Artistic Swimming and FINA rulebooks are available for use.</li> <li>Meet Manager will post results as events are completed. The Chief Scorer will email the results to coaches.</li> <li>Meet Manager will communicate when and where awards will be presented for the various events.</li> <li>Meet Manager will provide judges with "travel expense forms" – Appendix E</li> <li>Meet Manager will be on hand to troubleshoot incidents as they arise.</li> </ul>

WRAP UP OF THE MEET	Within 48 Hours	<ul style="list-style-type: none"> <li>Chief Scorer will email completed results to each club, the Chief Referee, Officials Chair, Competition Chair, SA and the Meet Manager.</li> <li>Meet Manager will return unused awards to the SA office.</li> <li>Meet Manager will return the SA equipment and sound system to the SA office if applicable.</li> </ul>
	30 Days	<ul style="list-style-type: none"> <li>As per the hosting agreement, the Meet Manager will submit receipts within 30 days of the completion of the meet in order to receive the hosting grant.</li> </ul>

## **B. SCHEDULES**

### **Tentative Schedule**

A tentative schedule will be included in the first information package. This schedule will indicate which events will be held on each day.

### **Final Schedule**

The Technical Director and the Competition Chair will prepare the final schedule after the registration deadline. Once all logistics are finalized (facilities and officials) the schedule will be approved by the Competition Chair and circulated two weeks prior to the start of the meet. This schedule will include a club spacing schedule.

Club spacing is scheduled in the following order:

- Host Club first
- Local clubs (random order)
- Out of town clubs (random order)
- Farthest club last

## **C. AWARDS**

Synchro Alberta will determine the required amount of awards per meet based on registrations. Awards can be picked up at the office or they will be shipped to the Host Club approximately 2-3 weeks prior to the meet. Following the conclusion of the meet, all remaining awards must be sent back to Synchro Alberta as per the hosting agreement.

## **D. MEET WRAP UP**

Synchro Alberta will pay for any outstanding invoices as per the hosting agreement. The Meet Manager will ensure that the facility is cleaned up as per the requirements of the respective facilities.



# INVITATIONAL MEETS

The following information is specific to clubs hosting invitational meets.

All invitational meets must be sanctioned no later than 21 days prior to the event start date. Events will receive sanction approvals upon receipt of the sanction request and fee. In the event an insurance certificate is required, these will be provided once the event has been sanctioned.

## A. MEET MANAGER'S TIMELINE

The following chart outlines the timing for the completion of the tasks involved in running a meet. Please contact Synchro Alberta's Technical Director or the Competition Chair for further information.

PREPARING FOR THE MEET	March & April	<ul style="list-style-type: none"> <li>Book the facility as per the timelines of each respective facility.</li> <li>Ensure that all necessary spaces are booked such as a hospitality room, a space for awards and spaces for any other events running concurrently.</li> </ul>
	April & May	<ul style="list-style-type: none"> <li>Confirm the facility's policy on bringing food into the facility.</li> <li>Acquire a copy of Synchro Alberta's Technical Regulations (<a href="http://www.synchroalberta.com">www.synchroalberta.com</a> &gt; Policies/Rules); the Canada Artistic Swimming Rulebook (<a href="http://www.synchro.ca">www.synchro.ca</a> &gt; competitions &gt; CASSA Rulebook); and the FINA General Rules and Synchronized Swimming Rules (<a href="http://www.fina.org">www.fina.org</a>).</li> </ul>
	2-4 Months Prior	<ul style="list-style-type: none"> <li>Confirm facility contracts for the Host Club's Board to confirm a final budget for the meet.</li> </ul>
	2-3 Months Prior	<ul style="list-style-type: none"> <li>Ensure that a reliable music system is available; SA has a sound system available for use. The Equipment Request form may be found in Appendix 'C.' Clubs are strongly encouraged to use the SA system as a back-up where possible. If a system is borrowed from another club, it is recommended that a confirmation letter be sent to the club lending the system, and a written guarantee be obtained from the lender for use of the system.</li> <li>Finalize the meet budget with the Host Club's Board.</li> <li>Book accommodations for out of town officials. Confirm the deadline for release of rooms. An approximate number of officials can be coordinated with Synchro Alberta's Official's Chair.</li> <li>Order awards.</li> </ul>
	10-12 Weeks Prior	<ul style="list-style-type: none"> <li>Submit a Hosted Competition Sanction Form which can be found on SA's website (<a href="http://www.synchroalberta.com">www.synchroalberta.com</a> &gt; Policies/Rules). A copy of the meet package must be sent to Synchro Alberta with the sanction request.</li> <li>The first meet package should be distributed upon receiving sanction approval.</li> <li>The E-sport registration database should open when meet package is distributed.</li> </ul>
	7-8 Weeks Prior	<ul style="list-style-type: none"> <li>Meet with the facility staff to determine the logistics for setting up the facility for the event.</li> <li><b>Prepare the schedule and send it to the Competition Chair and Technical Director for review.</b> The Competition Chair and Technical Director will work with the Officials Chair to ensure the schedule takes into consideration level of judges available and their conflicts.</li> </ul>
	6 Weeks Prior	<ul style="list-style-type: none"> <li>Registrations, fees, surcharges and spacing fees are due. This also applies to pre-swimmers.</li> <li>Begin making arrangements for judge's hospitality.</li> <li>Synchro Alberta's Officials Chair (or designate) will acquire the judges, referees, and the Chief Scorer.</li> <li>Enlist all of the volunteers needed and supply them with a detailed job description and, if possible, a director for all areas. A list of volunteers and descriptions can be found in 'Preparing for all Meets; B. Volunteer Job Descriptions and Supplies Needed.'</li> </ul>

	4-6 Weeks Prior	<ul style="list-style-type: none"> <li>Finalize facility contracts and all facility requirements.</li> <li>The meet schedule will be finalized and approved by the Competition Chair.</li> </ul>
	2-3 Weeks Prior	<ul style="list-style-type: none"> <li>Circulate the final schedule two weeks prior to the start of the meet.</li> <li>Contact the facility to confirm logistics and any changes and ensure all equipment will be available.</li> <li>Officials Chair, or designate, will develop the judge's panels.</li> <li>Officials Chair will provide final number of officials for hospitality purposes.</li> <li>Distribute a second meet package if required. Provide any last minute information that needs to be included.</li> <li>Ensure awards have arrived.</li> </ul>
	1 Week Prior	<ul style="list-style-type: none"> <li>Confirm supplies are available as listed with each volunteer job description.</li> <li>Arrange to pick up the SA sound system, if required.</li> <li>The Chief Referee will conduct the draws for the figures groups and communicate them to the Technical Director, Officials Chair and Meet Manager, who will distribute the draws to participating clubs. The draws will be distributed no later than one week prior to the start of the meet.</li> <li>The Chief Scorer will send the draws to the Technical Director (for posting on the website), the Chief Referee, the Meet Manager and Coaches.</li> </ul>
	2-3 Days Prior	<ul style="list-style-type: none"> <li>The Chief Scorer will prepare Figures Graph Sheets (Appendices 'G' and 'H').</li> <li>The Meet Manager will photocopy sufficient Routine Time Sheets for the meet (Appendix 'H').</li> </ul>
	1 Day Prior	<ul style="list-style-type: none"> <li>Ensure general set up is done (this may include hospitality and judges' room, tables, chairs and judges' chairs) as per facility timelines.</li> <li>Ensure all the needed supplies are available, as per 'Preparing for All Meets; B. Volunteer Job Descriptions and Supplies Needed', including a copy of the Synchro Alberta technical regulations, Canada Artistic Swimming rulebook and FINA rulebook.</li> </ul>
DAY OF THE MEET	2-3 Hours Prior	<ul style="list-style-type: none"> <li>Set up a registration table where the clubs can register. Make deck passes available at this table if required.</li> <li>Only authorized coaches and volunteers will be allowed on the deck during competition.</li> <li>Meet with key people (the Chief Scorer, Chief Referee, music operator, announcers, videographer and Hospitality Chair) to go over meet protocol and to address any problems and/or concerns.</li> </ul>
	During	<ul style="list-style-type: none"> <li>Have access to Synchro Alberta Technical Regulations, Canada Artistic Swimming and FINA rulebooks.</li> <li>Post results as events are completed. The Chief Scorer will email the results to coaches.</li> <li>Communicate when and where awards will be presented for the various events.</li> <li>Be on hand to troubleshoot incidents as they arise.</li> </ul>
WRAP UP OF THE MEET	Within 48 Hours	<ul style="list-style-type: none"> <li>The Chief Scorer will email completed results to each club, the Chief Referee, Officials Chair, Competition Chair, SA and the Meet Manager.</li> <li>Return the SA video equipment and sound system to the SA office if applicable.</li> </ul>
	30 Days	<ul style="list-style-type: none"> <li>Ensure outstanding invoices are paid.</li> </ul>

## B. PREPARING A BUDGET

Meet budgets should be set and approved by Host Club Boards and provided to Meet Managers. There is a sample budget in Appendix A which includes revenue and expense items to consider.

## Revenue

For invitational meets, Host Clubs may determine entry fees, or they may use Synchron Alberta entry fees. Fees should be non-refundable following entry deadlines and this should be clearly stated in meet packages.

If the Host Club is concerned the entry fees will not cover the cost of the meet, or provide a profit, then the club may consider seeking sponsorship through monetary donations, advertising income, or food donations. Host Clubs may also consider running other fundraising events during the meet such as selling meet programs, silent auctions and 50/50 raffles.

## Expense

On the expense side of the budget are costs of operating the meet, such as facility rental, awards, sanctions, officials, etc. Expenses incurred by Officials have been set by Synchron Alberta. Please refer to the Official's Competition Policy which can be found on the SA website.

## Surcharge Fees

There is a \$10 surcharge fee per athlete per entry for every SA sanctioned meet for all sanctioned meets which are due by the entry deadline. Surcharge fees are a fixed fee determined by SA. These fees are payable to Synchron Alberta and should be sent to the Host Club with entry fees. **The Host Club will send an entry report with all surcharge cheques to SA no later than one week following the entry deadline.**

## C. INFORMATION PACKAGES

### FIRST INFORMATION PACKAGE

This package is sent to all clubs invited to competitions. Alberta participants must be registered competitive swimmers. It will include the following:

- the location of the meet, including the name and address of the facility;
- the date and starting time of the competition with a tentative schedule;
- eligibility to participate;
- reference the rules that will govern the meet;
- the Meet Manager's name and contact information;
- registration information - SA meets will use Canada Artistic Swimming's E-Sport Membership system
- a complete list of all events;
- when the figures groups are to be drawn (typically one week before the event);
- accommodation information including names and contact information of suitable hotels that are located near the pool, and any relevant booking information such as booking codes;
- a pool diagram with dimensions, including designated entry point for all routines;
- information about music requirement expectations for the meet for coaches; and
- clearly state how awards, if any, will be presented.

### SECOND INFORMATION PACKAGE

This package will include:

- a detailed event schedule with the starting and finishing times of each event;
- a map of the location of the pool with an address; and
- facility information.

### REGISTRATION SET UP

The meet needs to be set up on Canada Artistic Swimming's e-registration page: [www.synchro.ca](http://www.synchro.ca) > Member Info > Club/NSO/PSO. Then choose "events management". The registrar from the Host Club will be able to provide the login information.

This is where the events and the fee schedule are set up.

## D. SCHEDULES

Things to keep in mind when determining pool and facility hours and timelines for scheduling:

- Club practice/spacing time
  - Clubs will be allowed an opportunity to go through each routine entered into the meet, except for solos. Times allotted are as per the routine times in the Routine Times chart below. SA recommends clubs be charged \$18 per five minutes of time used.
- Facility opening times in the mornings
  - Allow time for athletes to change and stretch on deck prior to the first event.
- Warm-ups
  - Provide a maximum of 20 minutes prior to the start of a figure event or routine event where all athletes in the respective event will be in the pool. See the chart in 'Time Requirements' below for specific times.
  - Consider the number of swimmers participating. A routine warm-up may be broken into two sections if there are large numbers of athletes involved in the meet. If a split a warm-up is used, each group will get no more than 15 minutes.
  - Be aware of patron limits in the pool as this may also affect the decision to split a warm-up and have a financial impact.
- Figures
- Routines
- Judges breaks and/or briefing time between events
- Awards presentation
- Additional pool time for extra practices outside of the meet schedule
  - Clubs requesting additional practice time usually books this. The Meet Manager may include facility contact information in the meet package.

### Time Requirements

The chart below is a reference for what might be required for pool time for figures. The total time is calculated by the time required multiplied by the number of competitors entered in the event. In order to help estimate the total time for the meet, the following chart may be used.

Age Group & Event	# of Figures or Routines	Time Required	# of Competitors	Total Time
10&U and 11-12 Figures/Novice • Deep end only required	4	.75 secs.		
All Other Figures • Deep end only required	4	1:30		
Routines • Whole pool required		See the CAS rulebook		
Warm-ups • Whole pool required		20:00 Max. No exceptions		
Club Practice Time* • Whole pool required		See the CAS rulebook		

- If pool time is available, spacing time may be provided for each club participating in the meet.
- Refer to Canada Artistic Swimming's Rulebook for routine times and add 50% of each routine time for walk on/off.
- Add 5 minutes to the calculated figure time to accommodate one or two pre-swimmers.
- Add approximately 5 minutes to the start of each new event grouping to allow for housekeeping announcements and introduction of officials.

### Tentative Schedule

Include a tentative schedule with the first information package. This schedule should indicate which events will be held on each day.

### Final Schedule

The Technical Director and the Competition Chair will work with the Meet Manager to determine the schedule. Once all logistics are finalized (facilities and officials) the schedule will be approved by the Technical Director and

Competition Chair and should be circulated two weeks prior to the start of the meet. This schedule should also include a club spacing schedule if applicable.

Club spacing is scheduled in the following order:

- Host Club first
- local clubs (random order)
- out of town clubs (random order)
- farthest club last

## **E. AWARDS**

It is up to Host Clubs to determine if awards will be presented at invitational meets. This should be clearly stated in the first information package.

## **F. MEET WRAP UP**

Meet Managers will ensure that the facility is cleaned up as per the requirements of the respective facilities and all outstanding invoices are paid.

# PREPARATION FOR ALL MEETS

## A. FACILITY AND EQUIPMENT REQUIREMENTS

For SA sponsored meets, SA will provide information and assistance. Meet Managers will be aware of facility hours, requirements and procedures, meet schedule, official's schedule and volunteer schedule. Most facilities will request a meeting with Meet Managers to go through the logistics of the meet. This meeting often occurs 2-4 weeks prior to the meet. For this meeting be prepared with the following information:

- tentative or final schedule
- number of participants (athletes, coaches, officials and volunteers)
- number of athletes in the pool for warm-ups and competition
- deck set-up (a diagram is often helpful)
- equipment required from the facility (tables, chairs, stanchions, platforms etc.)
- parking requirements
- starting blocks removal (if required)
- awards Podium (if required)
- pipes and draping (if required)

### Meeting Rooms or Areas Set-up

- Judges room: Set up refreshments and food, as well as tables and chairs, appropriate for the number of judges, practice judges, Chief/Assistant Scorers and Chief/Assistant referee(s).
- Volunteer room: Set up refreshments/foods, preferably off the deck and away from the competition.
- Meet Office room: Results and awards will be managed in this room.
- Awards area: This may be on the deck, but should be in an area big enough to accommodate everyone. All athletes, coaches and spectators must be told well in advance where this awards area will be, and at what time they should be there. This information may be posted by the results. This room will only be needed for the times scheduled to present awards. Check with facilities if this requires a separate booking.

### Music System

A music system is required to run any meet that includes routines. This system must include:

- auxiliary output (for items such as iPods and MP3 players)
- two good on deck speakers or the equivalent (built in)
- one good under water speaker
- an amplifier to accommodate three speakers
- a microphone

Occasionally the facility may have a built in system, however, it may not be compatible with an underwater speaker. If it will not accommodate an underwater speaker, then it will be necessary to find another system. SA has a music system that may be used for all SA sponsored meets. This system can be rented for Invitational meets. If it is not available, another possibility would be to ask another club if their system could be used. In addition, one back-up music system must be available, which should be close at hand and ready to go in case of a breakdown.

### Computer System

The Chief Scorer will be appointed by SA for all meets, and this individual will bring a computer. The Chief Scorer expenses will be part of the meet budget.

### Chairs, Tables, Miscellaneous

Each meet will require a certain number of tables, platforms or elevated chairs and deck chairs for use in the various rooms and on deck at the pool. This will vary depending on the size of the meet, the number of panels, etc. Meet Managers will confirm the set-up required at each venue. Please refer to the diagram 'Day of the Meet.'

For routines, the judges will need elevated seating. SA has platforms available for use when competitions are in Edmonton and area, however Host Clubs are responsible for coordinating pick-up and delivery of the platforms. In other areas, consider using “tot docks” (usually available from the pool) or renting portable stages or other kinds of platforms. Please ensure that platforms will fit in the space where they will be set up and that they are safe to hold judges and chairs. Also ensure there is room for people to pass behind the judging platforms safely.

**Photographer** *(this section may be updated in August 2018)*

It is not mandatory to coordinate a photographer for a meet. If the Host Club chooses to acquire a photographer, make sure that information is clearly communicated to the participants, preferably in the second meet package.

Synchro Alberta will not coordinate photographers.

**B. VOLUNTEER JOB DESCRIPTIONS & SUPPLIES NEEDED**

All non-technical volunteers are required to wear black pants and white tops, and should arrive approximately fifteen to thirty minutes prior to the start time, as determined by the Meet Manager.

**Volunteers needed:**

ENTIRE MEET	FIGURES EVENT	ROUTINE EVENTS
1 Meet Manager	1 Panel Referee per panel	1 Music Manager
1 Awards Chair	1 Figure Marshal/panel (formerly assistant panel referee)	1 Assistant Music Manager
1 Meet Treasurer	3 Scorers per panel	1 Announcer
1 Hospitality Chair & additional volunteers	1-4 Videographers (1 per figure panel)	3 Timers
1 Gate monitor (where applicable)		1 Videographer (for Combo, Senior and Masters Technical routines)
1 Promotions Chair		2 Runners
1 Scoring Assistant		
1 Chief Scorer*		
1 Chief Referee*		
Assistant Referee(s)* – if required		
Judges*		
*These roles will be assigned by the the Officials Chair		

**Meet Manager**

The Meet Manager, in conjunction with the Technical Director for SA meets, will be responsible for the overall operations and pool set up of the competition, and will be in charge until the arrival of the Chief Referee. He/she obtains the necessary volunteers, finds out the names of the Jury of Appeal from the Officials Chair, communicates figure groups and orders of swim one week prior to the meet, and makes sure all the participating clubs and Synchro Alberta has a complete set of results following the meet. The Meet Manager will complete all the arrangements prior to the meet. This person should be very organized and calm under pressure.

This person will also be responsible for providing signage at each figure station. Signage (whiteboards, for example) should include the name of the figure swim at the panel, the panel number, and the swimmer number which starts the panel.

**Awards Chair**

The Awards Chair coordinates the awards with the results on the day of the meet. The awards will be handed out at the designated time in the meet schedule. For SA sponsored meets, the awards required will be coordinated through the SA office. The Host Club will be responsible for presentation logistics.

**Hospitality Chair**

This person will be responsible for all hospitality throughout the meet and is dependent upon the schedule per day. Meals/snacks must be provided if the Judges do not have time to leave the premises to get food. SA will provide the budget and the schedule for hospitality for SA sponsored meets. If the schedule allows for officials to leave the facility for meals, hospitality does not need to be provided.

*Sample menu:*

*Breakfast: Coffee, tea, juice, water, fresh fruit, toast or bagels, cereals and/or oatmeal and proteins (hard boiled eggs, yogurt, cheese)*  
*Lunch: Sandwiches/wraps, soup, veggies, fruit, coffee, juice, pop, water, dessert*  
*Dinner: Pasta/chili, veggies/salads, fruit, coffee, juice, pop, water, dessert*  
*Snacks: Proteins, cheese & crackers, fruits, veggies*

Additional people may be responsible for setting up refreshments for the volunteers. The trays of food should be replenished often. Ensure the numbers of people that will require hospitality services during the meet are correct in order to provide adequate refreshment.

**Gate Monitor (where applicable)**

The Gate Monitor controls who enters the deck area. Only those with proper accreditation will be allowed onto the competition area. Not all facilities are set up for the application for this position.

**Promotions Chair**

The Promotions Chair promotes the meet and is responsible for the production of a printed program, if applicable. See the hosting agreement for guidelines.

**Chief Scorer**

This person is assigned by SA and manages the entries and results for all meets. Results will be given to the Meet Manger for photocopying and posting in the competition area. This person will also print the Figures Graph sheets found in Appendices ‘G’ and ‘H’.

**Chief Referee**

Chief Referee is in charge of the meet on all days of the meet schedule. This person checks to ensure all parts of the meet have been put into place, runs coach’s meetings, deals with problems as they arise, and ensures that the operation of the meet follows Canada Artistic Swimming rules and Synchro Alberta’s Technical Regulations. The Chief Referee is the controlling official at the meet. He/she makes decisions and sets processes for the efficient officiating of the meet and can make rulings on a major decision, or any discrepancies. He/she starts and ends the competition. A Chief and an Assistant Referee may be needed for figure and routine meets. The Officials Chair will assign the the Chief Referee and Assistant Referee. The Chief Referee is also responsible for receiving Byes (as per the Canada Artistic Swimming rule) and forwarding them to the Chief Referee of the following meet.

**Assistant Referee**

The Assistant Referee rounds up competitors before events to ensure all competitors are present. He/she makes sure the Panel Referee is aware of where the competitors are prior to events, and performs duties as assigned by the Chief Referee.

**Judges**

The Judges evaluate all events, both figures and routine, in which they have no conflict of interest. The optimal (but not required) number of judges is five judges per panel for figures, and fifteen judges for routines - 5 each for Execution, Artistic Impression and Difficulty (or Elements for technical routines). Variations often occur in these numbers.

**Videographer**

This person video records all 13-15 figures, Junior and Senior technical routines, Masters technical routines and Combo routines so that the recordings can be reviewed should Technical Monitors have questions. A flashcard should be used so that the videographer can record the competitor number prior to each swim. For SA sponsored meets an iPad is available from SA for use at no charge.

Meet Managers will supply:

iPad or Video Camera	Flashcard
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## **FIGURES EVENTS**

### **Panel Referee**

This Referee calls out figure scores. This person should be able to identify the figures being swum and confer with the judges as required. This individual will initial penalties on score sheets. The Panel Referee will read the Judges' marks. The Panel Referee will ensure that his/her volume is loud enough so that all the Judges and Scorers on the panel are able to hear clearly. If the Scorers encounter a problem, the Panel Referee will ask the judges for a REREAD so that scorers can record the correct marks.

### **Figure Marshal** – (formerly Assistant Panel Referee)

The Figure Marshal locates and arranges competitors in order of draw sheets for each figure; and sends competitors out for judging at an appropriate place and time in order to facilitate the smooth, on schedule, running of figure events.

Meet Managers will supply the Panel Referee and the Figure Marshal with clipboards, order of swimmers, list of figures to be swum, pencils and a chair.

### **Scorers (Figures)**

A Scorer records the figure marks as read by the Panel Referee on the figure graph sheets provided. Three Scorers work at each figure panel. The Chief Scorer (or designate) will retrieve the score sheets. Scorers will record the marks in pencil and should bring their own calculators.

SCORERS WILL STOP THE PANEL REFEREE IMMEDIATELY IF THEY DO NOT HEAR A NUMBER, THEY GET BEHIND, OR THEY GET MIXED UP. At this point, the Panel Referee will ask the Judges for a REREAD so that the scorers can record the correct marks. Scorers will not confer with each other to confirm the marks.

Meet Managers will supply:

Blank paper	Pencils and erasers	1 table per panel	Chairs
Calculator / scorer	Highlighters	Figures Graph Sheets (provided by scorer)	

## **ROUTINE EVENTS**

### **Music Manager / Assistant Music Manager**

The Music Manager plays the music for the practice and the competition. An Assistant Music Manager is recommended for larger meets, and assists the Music Manager when needed. He/she will be totally responsible for all music until the end of the meet. Digital music must be received by the Host Club in time to develop playlists. The format of the music itself, and collection of the same, is at the discretion of the Host Club. The music shall be presented to the Music Manager with clear identification including: the swimmer's name, club name, type of routine, age group, and name of the coach. The Music Manager will adjust the music volume during a routine event at the request of the coach. Only the Chief Referee has the right to stop the music (at request of the coach). The Music Manager should be fairly knowledgeable about the music system and how it works. Only the Music Manager or the Assistant Music Manager is allowed to play the music.

Meet Managers will supply:

Sound System	Chair	Paper	Pencil and eraser
Masking tape	Digital music	Music sign in and out sheet	Order of competitors and Events

### **Announcer**

The Announcer introduces each event and reads scores for routines only. He/she also announces each routine before it swims. For SA sponsored meets and invitational meets, the Chief Scorer will provide an announcer's script. A sample script can be found in Appendices 'J' and 'K.'

Meet Managers will supply:

Microphone	Program of events
Chair and table	Pencil and eraser
List of full names of competitors, clubs and coaches for announcing	

List of all officials; Judges, Technical Monitors, Chief Referee and Jury of Appeal
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### **Timers**

The Timer records the length of time of each routine, timing all routines with a stopwatch. He/she times the walkout, deck work, and routine time based on set parameters defined in the Canada Artistic Swimming and FINA rules. A penalty is given if the time is under or over the maximum for the routine in the national stream, therefore the Referee will be notified immediately if this applies. There are no penalties for minimum times in the Provincial Stream.

Meet Managers will supply:

4 Stop Watches	Paper, pencils and erasers	Routine Time Sheet (Appendix 'H')
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### **Technical Monitors (Technical)**

Technical Monitors are certified Judges and monitor all Junior, Senior and Masters technical routines, and Combo routines to ensure that technical elements as listed in the rulebook are included, in order, for each routine. No conflict of interest applies. They must attend judge's meetings prior to the event to review elements.

Meet Managers will supply:

Technical Monitor sheets (provided by Chief Referee)	Chairs
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### **Runners**

Runners are used in routine events. They collect the Judges score chits and the Timer's and chits take them to the Scorers' table after the routine is swum.

Meet Managers will supply:

Chairs to sit on
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## **C. FIGURE MEET**

Ideally **each** panel for figure competitions will consist of five Judges (3 for 10&U and 11-12 in the Provincial Stream), three Scorers, a Panel Referee and a Figure Marshal. All work at the scoring table should be done in pencil to avoid ink smudging should the papers get wet. All Scorers should arrive on the pool deck thirty minutes before the work shift begins. Scorers report to the Meet Manager, Chief Referee or Chief Scorer. Scorers shall wear white tops and black pants, wear dedicated pool shoes or clean street shoes, and bring their own calculator with them. Training for Routine Timers, Scorers, Panel Referees and Figure Marshals may be done prior to the meet day, but will usually occur before the beginning of the first event.

The swimmers usually complete four figures, and usually alternate between panels. They take turns starting a figure, as per the draw schedule. The Chief Scorer will make these draws and splits one week prior to the meet. It is strongly recommended that a pre-swimmer demonstrate each figure. This provides the opportunity for the Judges to confer and confirm what they are looking for in that particular figure.

## **D. ROUTINE COMPETITION**

Ideally there will be a Chief Referee, an Assistant Referee, a Chief Scorer, fifteen Judges for routines (split between three panels) and three Technical Monitors for each Senior Technical, Masters Technical and Combo routine.

There shall be no more than two pre-swimmers per routine grouping of events. All pre-swimmers must be registered Synchro Alberta (SA) members and should be at a comparable level to the event for which they are pre-swimming. All pre-swimmers must abide by the registration deadline and submit a pre-swimmer registration form. Registrations will not be accepted without a completed pre-swimmer registration form. Exceptions may be considered by Synchro Alberta's competition chair for SA meets. There will be no late pre-swimmer registrations accepted.

## **E. CLOSE OF ENTRIES**

Following the close of entries, the Chief Scorer will download the entries into the scoring program from Synchro Canada's E-Sport management system.

- Meet Managers will prepare all timing sheets for the timers for routines. Use the Routine timing form from appendix 'H.'
- Entries withdrawn from a meet after the entry deadline will be considered scratches.
- All withdrawals from the meet are to be reported at the coaches meeting.

# DAY OF THE MEET – ALL MEETS

## A. REGISTRATION – NIGHT BEFORE MEET OR MORNING OF MEET

At some point prior to spacing, a registration table will be set up at the pool where clubs may register during practice times.

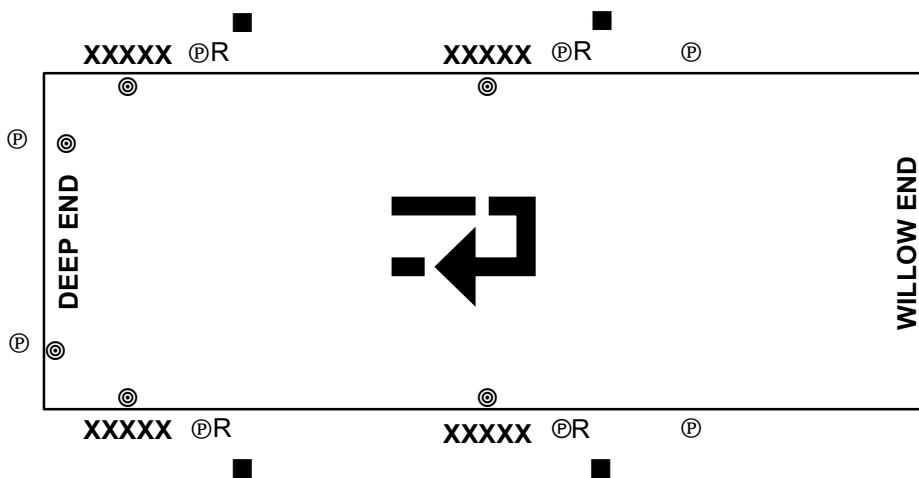
At this table, provide envelopes for each club with the following information:

- deck Passes (if applicable)
- coach's wrist bands (for SA Provincials)
- final schedule
- draws
- copy of program (if applicable)
- banquet information (if applicable).

## B. FIGURE COMPETITION NOTES

1. The following represents how the pool should be set-up for a figures competition. This set-up may vary slightly depending upon the number of panels being used. Extra chairs may be required for shadow judges. Check with the official's chair to confirm.

*NOTE: The following set up is for four figure panels.  
Confer with the Chief Referee to verify set-up.*



### LEGEND

- X Judges Chairs
- Tables (Scorers: 3 per table)
- Ⓟ Figure Marshal – calls swimmers
- ⓅR Panel Referee – read judges marks
- Ⓢ Figure Markers - are placed in front of the middle judge and on the end wall (see the competition kit for description)

NOTE: A videographer will be set up at each figure station for the 13-15 figures under the direction of the Chief Referee.

\*FEWER PANELS MAY BE USED – CHECK THE PANEL SCHEDULE PROVIDED BY SA\*

*Note: During the competition, discourage any swimmer or coach from loitering around the scoring table. If they don't move when asked, notify the Referee.*

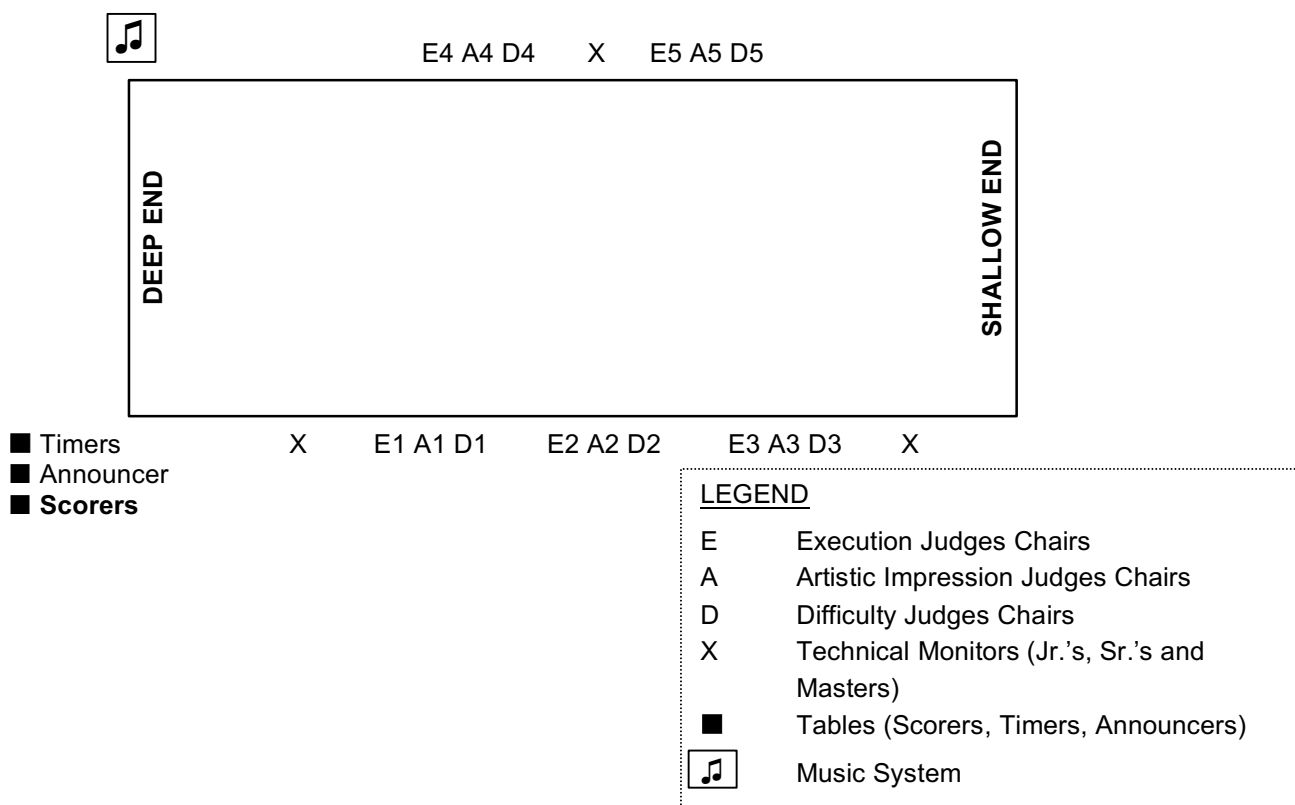
2. If the Head Judge on the panel, or the Panel Referee, indicates that a swimmer has been assessed a penalty, the scorers will use a highlighter to record the penalty and remind the Panel Referee to initial it. The Panel Referee will initial all re-reads, and all penalties given on the appropriate Timer's sheet.

Scorers must concentrate on the Panel Referee's voice. The Panel Referee will say, "JUDGES", "MARKS", and then read the marks. He/she will be watching to ensure that his/her Scorers are not getting behind in their calculations, or getting mixed up. THE PANEL REFEREE SHOULD STOP IMMEDIATELY IF THE SCORERS ENCOUNTER A PROBLEM. IT IS MUCH EASIER TO STRAIGHTEN OUT A SMALL ERROR WHEN IT IS CURRENT THAN TO LET IT DEVELOP INTO A LARGER PROBLEM.

- The Chief Scorer will determine the figure rotations.

### C. ROUTINE COMPETITION NOTES

- The following represents how the pool should be set-up for a routine competition. Please note that at the designated entry point for routines a visible piece of tape needs to be placed to represent when the timing of the walk begins. Also ensure that extra chairs are available for use at the scoring table and for shadow judges. Check with the panel schedule to confirm.



- Timers: A minimum of two timers will record the time of the routine from the start of the walk on to a stationary position on the water. There are specific time allowances for walk-ons, deck drills, and routines. Please refer to the Canada Artistic Swimming and FINA rules for these times. If a routine time is outside of these limits, notify the Chief Referee. The walk-on is timed from the moment the first swimmer starts moving and ends when the last swimmer becomes stationary on the deck. The deck drill time is from the start of the music until the last swimmer leaves the deck. When timing the deck drill, DO NOT STOP THE WATCH, merely note the deck drill time on the timing slip. The routine is timed from the start of the music to the end of the music.
- Scoring: A runner will deliver the individual judge's chits and the timer's chits to the scoring table where they will be confirmed to be correct. If there is a discrepancy in the marks, Chief Referee will be notified immediately.

For further details on scoring, please refer to the FINA Handbook, Synchronized Swimming Rules.

### D. MEET PROTOCOL

- All volunteers will wear white tops, black pants, and appropriate deck shoes; and will be on deck fifteen to thirty minutes prior to the meet, as determined by the Meet Manager.

2. All volunteers and officials will wear an appropriate accreditation tag in order to be on the deck at any time. SA will supply name tags and wristbands for Officials and coaches for SA meets. The Host Club will supply name tags for volunteers.
3. A copy of the Canada Artistic Swimming Rules, Synchro Alberta Technical Regulations and FINA Rules will be available.
4. Post (on the walls):
  - a copy of the draw (in the locker room and on deck);
  - a list of the volunteer workers and where they work; and
  - a copy of the final scores when available. *Note:* Coaches will be sent scores via email.
5. Swimmers and other volunteers will be quiet during the competition so that the Judges are not disturbed.
6. Time should be allotted for the Chief Referee to meet with the Scorers, re: the scoring rules.
7. The Announcer will be briefed as to what to say and when to say it.
8. During solo and duet routines, the swimmer's name will be announced before the swim, but the club and the coach will not be mentioned until after the Judges have submitted their marks for that routine.
9. During team routines, the club name will be announced before the swim, but the swimmers names, and coach will not be mentioned until after the Judges have submitted their marks for that routine.
10. During routines, no one will walk on the deck.
11. Ensure that a fair and honest meet is conducted.
12. The Jury of Appeal will consist of three members and one alternate of attending Judges of the event and will be appointed by Officials Chair. All discussion of the Jury of Appeal will take place in an area away from the competition, and will not include anyone not named to the Jury.

*NOTE:* Clubs should assign one volunteer to be responsible for clearing the pool deck of those individuals that do not need to be there. Only the Judges, coaches, swimmers and volunteers who are participating in an event should be on the deck. Judges will be identified by accreditation, and coaches by wrist bands supplied by SA and made available at the registration.

## WRAP UP OF THE MEET – ALL MEETS

### A. RESULTS DISTRIBUTION

The Chief Scorer will ensure that a copy of all results are emailed to the following individuals after the competition:

- Meet Manager
- SA Competition Chair
- Chief Referee
- SA Officials Chair
- SA Technical Director
- SA Technical Coordinator
- coaches of participating swimmers

### B. EXPENSES

All expenses paid or sent to SA for reimbursement for SA sponsored meets. For invitational meets provide a final financial for the Board of the Host Club.

### C. THANK-YOU'S

Within a couple of days of the end of the event. Send a thank-you email or note to all volunteers.



# **MEET MANAGER HANDBOOK**

# **APPENDICIES**