



Divisional Championship Guidelines

Please read the Midlakes Operating Plan for specifics on the following:

- Fees
- Regulations
- Seeding and Lane Assignments
- Placement
- Officials
- Order of Events
- Scoring
- Awards **

** (Note: Midlakes provides the awards)

General Information

The host club should send a letter of invitation to all the clubs in the division, plus the Division Rep, the League website and Midlakes President. The letter should include the date, time and place of the meet with the address and phone number of the host club; a warm-up schedule with lane assignments; date, time and place to deliver entry files; master list and fees with a reminder that event numbers are different from the League Champs and that "NTs" are not accepted (NOTE: Divisions that include metered pools might also want to remind coaches that entries must be in yard times); a request for names and phone numbers of timers and other personnel required; the time of the scratch meeting; the time of the officials' meeting; and the name and phone number of the meet director or a person to contact with questions.

REMEMBER TO HAVE LOTS OF GARBAGE CANS AND AN EAGER CLEAN-UP COMMITTEE!

Fees

The fees go to the League Treasurer along with the master entry form. However, it is essential to have the master entry form at the meet as a reference for possible entry errors.

Officials

In addition to those listed in the Operating Plan, personnel needed are: an announcer, a supervisor to sort the youngsters as they progress from the clerk-of-course to the blocks, people to sell heat sheets (optional) and lots of runners. Most clubs find it helpful to have the meet director be someone other than the starter/referee so that the trouble-shooting does not hold up the meet. However, all questions of meet conduct and rules must be decided by the referee.

In a six-lane pool with three timers per lane, each club will need to provide six or seven timers (allowing for two shifts). Fewer will be needed for smaller pools.

The host club provides the starting system, scores of pencils and, if possible, a recall rope. In other words, all officiating equipment except the watches, although it is wise to have a supply of extra batteries for the watches.

Official Staff

The office needs: two people to record the top six places, one exceptionally cool, calm and collected person as scorekeeper, two typists for recording total results and one runner...for each designated time slot. The recorders should be provided with forms in triplicate; one to be posted, one for the scorekeeper and one to go to the announcer and from there to the awards table. The scorekeeper should have a copy of Divisional Championship Scoring.

Awards

Most clubs find it advisable to keep the awards table inaccessible to the public! Two people are needed to attach labels to ribbons and sort them by club. They are usually put into shoe boxes and given to the coaches at the end of the meet.

Entry Errors

Remember that "NTs" are not acceptable (although aggregate times may be used for relays).

The date the entry time was achieved must be in yard times. Procedures for dealing with

most entry errors are in the Operating Plan. Incidentally, there are no refunds for scratches!

Heat Sheets

Heat sheets must show entry times. Most divisions print between 100 and 150 copies and are usually able to find someone who will run them off at little or no cost (to the club). The price is determined by the host club and varies. Heat sheets should be set aside in advance for all coaches, the starter, referee, judges, announcer, clerk(s)-of- course, timers, plus several for the office. The clerk-of- course, the starter, and, if possible, the announcer, should attend the scratch meeting so as to have corrected heat sheets.

Results

The results are to be submitted to the website for posting. See requirements for posting results at www.midlakesswimleague.org.