

General Meeting Notes



- Management Team
 - Name--Meet Referee Phone
 - Name--Administrative Referee Phone
 - Name--Meet Director Phone
- On Deck Leadership
 - Name-- CJ & Officials Team
 - Name--DR/SR Team Lead
- Give coach cell phone numbers to Clerk of Course (if not done already)
- Meet Schedule
 - Meet Start: 8:30 am -- finish by 2 pm (ish)
 - Finals Warm-ups:
 - Wednesday: 1 hour before Finals
 - Thursday - Saturday: 1 ½ hours before the start of Finals
 - Finals Start: No earlier than 4 pm
- Timelines are estimate only. It is NOT a “not before” timeline.
- Warmups: No equipment use.
 - **Prelims:** See *Team Warm-up Schedule* for assigned lanes and times. Assigned teams share lanes. There are 2 warm-up periods for teams. Only swimmers competing in the upcoming session may warm-up in the competition pool. Others are welcome to use the dive tank. Half the teams warm-up in the early time and half warm-up in the later time. Coaches monitor their lane(s) during warm-ups and are responsible for swimmer safety, although invigilating officials and meet marshals also have authority over the pool and swimmers at this time. No equipment may be used. **Dive starts may be done, at coach discretion, within their designated lane(s).** Starts may be conducted from both ends, but only 1 way swimming no further than 1/2 of the pool is allowed in these lanes. If starts are conducted from only one end, one way swimming the entire length of the pool is allowed.
 - Early warm-up time: 7:00 am - 7:40 am
 - Late warm-up time: 7:40 am - 8:20 am
 - **Finals:** There is 1 competition pool warm-up period for all swimmers competing in the upcoming session. Others are welcome to use the dive tank. Lanes are not assigned. Coaches monitor their swimmers during warm-ups and are responsible for swimmer safety, although invigilating officials and meet marshals also have authority over the pool and swimmers at this time. Dive starts are done in lanes 2 and 7 during the last 20 minutes of warm-up time. Starts may be conducted from both ends of the designated dive start lanes, but only 1 way swimming no further than 1/2 of the pool is allowed. During the last 20 minutes of warm-ups lanes 1 and 8 may be used for pace work.
 - Start time: 1 hour prior to start of Finals on Wednesday, 1 1/2 hours prior to the start of Finals Thursday - Saturday.
 - End time:
 - Wednesday: Warm-ups end 10 minutes prior to the start of Finals
 - Thursday-Saturday: Warm-ups end 25 minutes prior to the start of Finals (to allow time for skits, in addition to National Anthem & roll call)
 - **Continual Warm-up/Warm-down available in dive tank**

- INSTRUCT SWIMMERS: NO DIVING in Warm-up/down pool, pool is for active warm-up/warm-down not play or hanging out
 - Meet Procedures
 - 8 lanes both prelims & finals
 - Prelims: Double ended EXCEPT 50's, 800's & 1500's
 - Odd - West (Doors) end
 - Even - East (Flag) end
 - Finals: West end starts EXCEPT 50's
 - Finals: Top 16 B/A format -- Except for timed final events as noted in Meet Announcement
 - All relays: Timed finals at end of Finals session
 - 800s & 1500s - Fastest to slowest, alternating girls and boys
 - Championship meet w/penalties in place
 - All swimmers are expected to be at the blocks at the appropriate time. It is the responsibility of the swimmers & their coaches to get them to the blocks and not miss their heats. We will not be waiting for swimmers that are not in the block area.
 - Alternates: Check-in with the Deck Referee prior to event and wait in start area until the last heat of the event has been started.
 - DQs – We will attempt to notify the athletes of their DQs. The yellow slips will be delivered to the coaches. Please bring DQ slips that need clarification to the Resolution Desk.
 - 50s will all start from the East (Flag) end of the pool.
 - 800s & 1500s will all start from the West (Doors) end of the pool
- Resolution Desk
 - Declared False Starts
 - DQ Clarification
 - Scratch from Finals
 - Relay Cards
 - Swim Offs
 - Announcement will request coaches to come to Resolution Desk
- Awards
 - Individual Events—Medals 1-8, ribbons for 9-16
 - Relays – Medals 1-3, ribbons 4-8
 - Scottie Aschermann Team Championship Award – Trophy for 1st place
 - Adam Szmidt Team Sportsmanship Award for overall team spirit. Each LSC names one coach and one athlete for selection committee. Criteria:
 - Sportsmanship
 - Total Team Support -- team attitude
 - Appearance
 - Deck Pass Hot Heats
 - Randomly chosen heats. Heat winners get unique Deck Pass patch & autographed photo (mostly Olympians)
 - Championship Heat Parade
 - Meet at the Parade Ready Area at least 5 minutes prior to parade time
 - They will be paraded to blocks where names will be announced
 - Top seed can choose the song they will parade into from a play list located at the Clerk of Course during prelims.
 - If top seed does not choose a song, one will be chosen for them.

- Meet management has the right to overrule any song deemed inappropriate.
 - TIMED FINALS (swum in prelims)
 - 13-14 800 & 1500--championship heat swum in prelims. Top seeds needs to have parade music to Clerk of Course by 9 am the morning their event will be swum
 - 11-12 200 Back, Breast, Fly, 400 IM & Free: Top seed swum in Finals. Top seeds need to have parade music to Clerk of Course by end of prelims the day their event will be swum.
 - Distribution: End of meet. If daily is desired, see Meet Director
 - Awards Ceremony” Awarding trophies at the end of the meet
 - Watching meet highlight videos while final results are processed
 - Please stay to support & cheer
- Administrative Report (Admin Referee)
 - General Procedures
 - Scratch box: Rules & procedures
 - Reminder: Scratches for tomorrow prelims & positive check-in for tomorrow’s 800 Free due before 8 pm tonight.
 - Check-in
 - No show check-in: for intent to swim
 - Relay Procedures: Up to 8 swimmers listed
 - Max of 2 Relays per relay event
 - 6 individual event limit
 - No time trials
 - Bonus scratches
 - Questions to Resolution Desk: Admin area must be relatively quiet
- Social Activities
 - Annual Zone Dinner & Forum -- Thursday 7:30 pm
 - Oasis Cafe, 151 South 500 East Salt Lake City, UT 84102
 - NO HOST Officials’ social -- Friday night 8/8:30 pm
 - Old Spaghetti Factory, 5718 South 1900 West, Taylorsville, UT 84118
 - Post Competition Celebration -- Saturday 7:00 pm - 10:00 pm
 - Boondocks, 75 E Southfork Dr, Draper, UT 84020
- Facility
 - Clean-up team areas each session please—winds can pick up unexpectedly
 - Sprinklers go off at night—please have all things off ground
 - Don’t use electricity if haven’t made arrangements with facility. They will unplug.
 - Portable chargers can be checked out from The Hub (up front deposit completely refunded upon safe return of device)
 - Orientation:
 - East End: Blocks & Flag
 - West End: Blocks & Doors
 - South Side: Scoreboard & Coach Tables
 - North Side: Bleachers
 - Parking
 - Teams, Coaches & Officials: Park in BACK of Oval Lot. Need Deck Pass to enter via Credentialed Gate (across from entrance to Oval)
 - Spectators & Non-credentialed meet attendees: Use KOPFC South lot & entrance

- St. Marks Taylorsville Emergency Center (24 hour)
 - 2700 West 5400 S, Taylorsville, UT 84129
- Jordan Valley Medical Center West Valley Campus
 - 3460 Pioneer Pkwy, West Valley City, UT 84120
- Severe Weather/Outdoor Deck Evacuation
 - Outdoor deck evacuation procedure: Clear outside deck and move under Competition Pool cover. If needed, spectators will be cleared from that deck to the main building. The meet can continue.
 - In the case of lightning, the deck will remain clear until 30 minutes after the last lightning is seen by a designated staff member
 - Communication plan: Updates will be posted on the meet website: utahzones2016.com in the “News” section
 - Please do not bring stuff from athlete village inside (not room)
- Communication
 - ZMPC members wear Volunteer shirts on Wed. You can ask them questions
 - COMMERCIAL BREAK:-) We would love your parents to work the meet as timers--2 sessions worked gets a T-shirt! 4 sessions worked gets a meet pin!
 - Paper Heat Sheets & Souvenir meet program sold (learn the backstory behind mascot, trophies, etc.)
 - Meet Mobile & Meet Bop will be used
 - Meet *Daily Itinerary*--in pre-meet packets and posted around venue. Updates, if any, will be printed on hot pink paper and distributed.
 - Social media hashtags—please use both when posting things connected with meet
 - #SwimUnited & #WZAG2016
 - Give announcer phonetic pronunciation of any difficult to pronounce or unusual names.
 - Results
 - Posted on website nightly
 - Deck Pass App: Kids results, when posted to Deck Pass, will have a unique patch for this meet
- Messaging & Gratitude Campaign
 - Passion, Connection, Legacy: To help athletes “achieve excellence in the sport of swimming and in life.” (USA Swimming Vision Statement)
 - Release The Raptor
 - Expression of meet motto: *Swim Your Passion*
 - Symbol of what we hope each athlete feels as their years of hard work, training, passion for the sport and drive come together at this meet.
 - 3 Thank You’s per session (see Athlete Rep once 3 Thank You’s are given to scan a code & get a unique Deck Pass patch!)
 - Who did you thank today?
 - How did you thank someone today?
 - Why did you thank someone?
 - How did your thank you make a difference?
 - TrueSport scavenger hunt
- Please note on *Daily Itinerary* when warm-ups close prior to each session & participate in activities
 - Prelims: Highlights video & Team Roll Call
 - Finals: Skits (Th-Sa), National Anthem & Team Roll Call (all nights)
- Skits

- Thursday: 1-Utah; 2-Pacific; 3-Alaska; 4-Sierra Nevada; 5-Arizona; 6-Inland Empire
- Friday: 7-Hawaii; 8-Pacific Northwest; 9-Montana; 10-Snake River; 11-San Diego-Imperial; 12-Oregon

Saturday: 13-Central California; 14-Colorado; 15-New Mexico; 16-South California; 17-Wyoming



Safe Sport Briefing Sheet: COACHES

Thank you for attending The 2016 Western Zone Age Group Championships. Utah Swimming wants a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet please contact us at any time.

Several reminders to ensure everyone can have a great experience at this meet:

- No cameras or other recording devices are allowed behind the blocks. If you are going to be taking video of your swimmers, you must stand on the side or at the turn end of the pool.
- Deck changing is prohibited at all times. Please help us by having your swimmers use the locker rooms or other designated areas for changing, and support our Meet Marshalls when they remind your swimmers about this rule.
- Rubdowns or massages are not allowed except by a Licensed Massage Therapist or other certified professional, who is not a coach. Any rubdown or massage performed at the venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. If you plan to have a Massage Therapist with you at the meet, please inform the Meet Director prior to the meet and discuss an appropriate open/public location for their services.
- Athlete members are not allowed to sit on the laps of coaches and Non-Athlete members who are not family. If you see this, please remind the adult of Article 305.1 of the Athlete Protection Policy. This behavior not only looks inappropriate, but is a violation of the Code of Conduct.
- As we ask all our volunteers and staff, if you see something suspicious or something that makes you uncomfortable involving any athlete at the meet, please report this to the Meet Referee or Meet Director immediately.