

**GREATER CHARLOTTE SWIM LEAGUE**

**Dual Meet Organization**

Revised 2018

**MATERIALS**

MATERIAL	HOME	AWAY	TOTAL	DETAILS
Swimmer Entries	0	1	1	Visiting Team to send electronically to Home Team at least 24 hours
Meet Program	16	0	16	Clerk of Course (2), Computer Operator (1), Starter (1), Judges (2), Team Reps (2), Coaches (8)
Lane Sheets for Timers	6 sets	0	6 sets	Meet Manager Generated Lane Sheets (one set per lane) with all event entries printed by lane for inputting of times by timers.
Air Horn/Starter system	1	0	1	For Starter
Stopwatches	10	9	19	Three Stopwatches Per Lane Plus One (or two) for Head Timer as Back Up. (May only need 2 or 1 Stopwatches per lane, if using the Option 2 or 3 below)
Tables W/ Seating, Electricity	4	0	4	Adequate for 2 Computer Operators, 2 Ribbon Writers and All Required Materials (Protected from Weather if Necessary)
Ribbons and Labels	All	0	All	For Ribbon Writers - As Prescribed in GCSL Bylaws (PLACE: Blue, Red, White, Yellow - HEAT WINNERS - 6 & UNDER: All Swimmers)
Ribbon Container	1	1	2	One for Away Team Ribbons and One for Home Team Ribbons
DQ slips	All	0	All	One bunch for each set of Judges
Pencils	25	20	45	Each Team to Provide Enough Pencils (or Pens) for All of Their Meet Officials and Workers with Extras
Clip Boards	12	0	12	Clerks of Course (2), Timers (7), Stroke & Turn Judges (2), Starter (1)
Calculator *	1	0	1	For manual calculations in case of emergency
Soft Drinks/Water	All	0	All	For All Met Officials and Workers
Computer, & Printer	All	0	All	Computer Operator runs meet using Meet Manager program. Prints ribbon labels and reports.
USB Key	0	1	1	To copy meet results for your team.

*May print more to sell, at home team's discretion*

**Note: Lanes must have lane lines, and backstroke flags as noted in the bylaws.**

**TIMING OPTION 1 - Three stopwatch timing WORKERS**

POSITION	HOME	AWAY	TOTAL	DESCRIPTION	INPUT/SOURCE	OUTPUT/TO
<b>Starter</b>	1	0	1	Positions Swimmers for Start - Starts Race, Announces changes to heats	Meet Program	None
<b>Stroke &amp; Turn Judge</b>	2	2	4	Judges Swimmers' Relay Take-Offs, Strokes, Kicks, Turns and Finishes	Blank DQ Slips from Home Team Rep/Meet Program	DQ Slips to Runner
<b>Head Clerk of Course</b>	1	0	1	Lines Up Home Swimmers in Heats/Lanes for Upcoming Events - All changes reported to starter	Meet Program	Report any changes to Starter
<b>Asst. Clerk of Course</b>	2	2	4	Lines Up Visiting Swimmers in Heats/Lanes for Upcoming Events - All changes reported to starter	Meet Program	Report any changes to Starter
<b>Runner</b>	1	0	1	Takes Lane Sheets from Timers in each lane and DQ slips from judges to Computer Operator	Lane Sheets from Timers and DQ slips from Judges	Documents to Computer Operator
<b>Head Timer</b>	1	0	1	Ensures Timers Are Ready - Runs Back Up Stopwatch(es)	None	None
<b>Timer</b>	9	9	18	Uses Stopwatch to Time Each Swimmer In Lane - One timer per lane records all 3 times on Lane Sheet	Lane Sheets	Completed Lane Sheets to Runner
<b>Asst. Computer Operator</b>	0	1	1	Circles middle time from Lane Sheets. Reads middle times and DQs to Computer Operator	Lane Sheets from Timers and DQ slips from Judges	None
<b>Computer Operator</b>	1	0	1	Enters middle times for swimmers and DQ's into Meet Manager Software and generates labels and reports	Computer	Ribbon Labels, Reports
<b>Ribbon Writers</b>	1	1	2	Stick Labels on Ribbons and files ribbons	Labels from printer as input by computer operator	File Ribbons in Team Container
<b>Team Representative</b>	1	1	2	Ensures Meet Runs Smoothly - Available to Settle Any Disputes	None	None
	<b>20</b>	<b>16</b>	<b>36</b>			

**Note: The "middle" time is taken and entered into the system as the swimmer's final time for an event. See Section VII., K for more info. Alternatively: Timer Recorders may be used to write down times and/or perform some Runner duties.**

**TIMING OPTION 2 - Two stopwatch timing  
WORKERS**

POSITION	HOME	AWAY	TOTAL	DESCRIPTION	INPUT/SOURCE	OUTPUT/TO
Starter	1	0	1	Positions Swimmers for Start - Starts Race, Announces changes to heats	Meet Program	None
Stroke & Turn Judge	2	2	4	Judges Swimmers' Relay Take-Offs, Strokes, Kicks, Turns and Finishes	Blank DQ Slips from Home Team Rep/Meet Program	DQ Slips to Runner
Head Clerk of Course	1	0	1	Lines Up Home Swimmers in Heats/Lanes for Upcoming Events - All changes reported to starter	Meet Program	Report any changes to Starter
Asst. Clerk of Course	2	2	1	Lines Up Visiting Swimmers in Heats/Lanes for Upcoming Events - All changes reported to starter	Meet Program	Report any changes to Starter
Runner	1	0	1	Takes Lane Sheets from Timers in each lane and DQ slips from judges to Computer Operator	Lane Sheets from Timers and DQ slips from Judges	Documents to Computer Operator
Head Timer	1	0	1	Ensures Timers Are Ready - Runs Back Up Stopwatch(es)	None	None
Timer	6	6	12	Uses Stopwatch to Time Each Swimmer In Lane - One timer per lane records both times on Lane Sheet	Lane Sheets	Completed Lane Sheets to Runner
Asst. Computer Operator	0	1	1	Reads both times from Lane Sheets and DQs to Computer Operator	Lane Sheets from Timers and DQ slips from Judges	None
Computer Operator	1	0	1	Enters both times for swimmers and DQ's into Meet Manager Software and generates labels and reports	Computer	Ribbon Labels, Reports
Ribbon Writers	1	1	2	Stick Labels on Ribbons and files ribbons	Labels from printer as input by computer operator	File Ribbons in Team Container
Team Representative	1	1	2	Ensures Meet Runs Smoothly - Available to Settle Any Disputes	None	None
	17	13	27			

Note: Average of two stopwatch times is calculated by the system and used as the swimmer's official time for the event. See Section VII., K for more info.

**TIMING OPTION 3 - Combination of plunger and stopwatch timing  
WORKERS**

POSITION	HOME	AWAY	TOTAL	DESCRIPTION	INPUT/SOURCE	OUTPUT/TO
Starter	1	0	1	Positions Swimmers for Start - Starts Race, Announces changes to heats	Meet Program	None
Stroke & Turn Judge	2	2	4	Judges Swimmers' Relay Take-Offs, Strokes, Kicks, Turns and Finishes	Blank DQ Slips from Home Team Rep/Meet Program	DQ Slips to Runner
Head Clerk of Course	1	0	1	Lines Up Home Swimmers in Heats/Lanes for Upcoming Events - All changes reported to starter	Meet Program	Report any changes to Starter
Asst. Clerk of Course	2	2	4	Lines Up Visiting Swimmers in Heats/Lanes for Upcoming Events - All changes reported to starter	Meet Program	Report any changes to Starter
Runner	1	0	1	Takes Lane Sheets from Timers in each lane and DQ slips from judges to Computer Operator	Lane Sheets from Timers and DQ slips from Judges	Documents to Computer Operator
Head Timer	1	0	1	Ensures Timers Are Ready - Runs Back Up Stopwatch(es)	None	None
Timer	6	6	12	Stopwatch time is written on timer sheet, plunger times are automatically sent to the system. One timer has both a stopwatch and a plunger, or a third timer is used.	Lane Sheets	Completed Lane Sheets to Runner
Asst. Computer Operator	0	1	1	Reads both times from Lane Sheets and DQs to Computer Operator	Lane Sheets from Timers and DQ slips from Judges	None
Computer Operator	1	0	1	Enters both times for swimmers and DQ's into Meet Manager Software and generates labels and reports	Computer	Ribbon Labels, Reports
Timing System Operator	1	0	1	Responsible for ensuring the timing system is working properly, informs reps of any issues.	Plunger data, Timing system	Updates computer with plunger times
Ribbon Writers	1	1	2	Stick Labels on Ribbons and files ribbons	Labels from printer as input by computer operator	File Ribbons in Team Container
Team Representative	1	1	2	Ensures Meet Runs Smoothly - Available to Settle Any Disputes	None	None
	18	13	31			

Note: Average of two plunger times is calculated by the system and used as the swimmer's final time for the event. Alternatively, two plungers and one stopwatch are used as three times, and the middle time is used as final time. Or stopwatch time may be used to identify the appropriate plunger time to use. See Section VII., K for more info.

Other General Items: The above information is to be used to provide a minimum of workers and materials that should be available per meet. The HOME team should confirm with the AWAY team the required positions needed in advance.

For Division 1, there have also been positions for Time Writers/Time Recorders in addition to Timers. If this option is desired, then one person is needed for this position, or one per team.

Also, Division 1 generally has a Runner from each team. If you are in Div 1, plan accordingly. Most other divisions have one Runner, from the home team.

For timing, there should always be one person timing per team at each lane at a minimum (so at least one HOME team timer and one AWAY team timer in each lane).