

# ARTICLE III SYNCHRONIZED SWIMMING

## 2011 3/1/2011

### SWIMMER ELIGIBILITY

#### SECTION 1

- 1-A. All swimmers may workout and compete with any organized group from the end of the V.F.C.A.L. season up through January 15th.
- 1-B. The League season starts the first week of May (This might include part of April.) After the League starting date, no swimmer may swim with any organized synchronized swimming group outside of their VFCAL team for the duration of the V.F.C.A.L. season (the VFCAL season ends with the Championship weekend). Penalty: Ineligibility

Definition of an "Organized Group": Any group that meets on a daily, weekly, or monthly basis in which an organized workout with a coach, instructor or other person responsible for the group is present on the deck or in the pool at one time. Specialized clinics or classes of only one (1) day in duration are allowed with a maximum of five (5) 1 day classes/clinics throughout the season.

- 1-C The League "Rest Period" is January 16 through the month of February. During the League's rest period, no swimmer may swim or compete with any organized synchronized swimming group, which meets on a daily, weekly or monthly basis.

From January 16 through the League's starting date, a swimmer who competes in any synchronized swimming meet (Attached, Unattached or Unofficial) is not eligible to participate in the V.F.C.A.L. (exception, high school and college swim team members, practicing and competing for their schools)

- 1-D The penalty for swimming during a division's specified "rest period" and/or competing in a meet after January 15 will be cause for a swimmer's removal from the League and all points earned by that swimmer at any point in the season will be removed and the meets will be re-scored.

Complaints regarding a swimmer violating the "rest period" policy must be in writing using the official League complaint form. This complaint form must then be submitted to the League Representative of the accused swimmer. (See appendix A)

### FIGURE COMPETITION

#### SECTION 2 AGE GROUP/ENTRIES

- 2-A The following are the age groups/events for dual meet competition.  
(Order of Events)

	<u>NOVICE</u>		<u>INTERMEDIATE</u>
(1)	8 and Under	(6)	11 and 12
(2)	9 and 10	(7)	13 and 14
(3)	11 and 12	(8)	15 and 16
(4)	13 and 14	(9)	17 and 18
(5)	15 thru 18		

- 2-B Age Group determined as of June 1.

- 2-C Dual Meet: Figures Maximum 40 entries per team.  
Championship: Figures Maximum 40 entries per team.

- 2-D Swimmers must remain in their age group for figure competition for the entire season. They may only swim up an age group for routine competition as listed in rule 7D.
- 2-E Swimmers may wear a plain white cap only or choose to wear no cap at all during figure competition.

### **SECTION 3** INTERMEDIATE CLASSIFICATION

- 3-A Participants must compete in the intermediate class if they have competed as an Intermediate in any previous season.
- 3-B If a novice placed first place in 11 year old and up age group figure competitions during dual meet competition, three or more times, in a season. (If an 11 year old met this criteria as a 9-10 novice, she is classified as an 11-12 intermediate.)
- 3-C The first time a swimmer qualifies for intermediate status by placing in the top eight novice class (top six for 9-10) in a synchronized swimming championship meet they have the option of moving up to intermediates (unless they fall under the 3-B criteria) A swimmer who qualifies for intermediate classification in his/her first synchronized swimming championship must have a coach's approval to move to intermediate status. If a swimmer places in the top eight novice class (top six for 9-10) in their second (or more) championship meet, then they must move up to intermediates.
- 3-D If a swimmer has competed at the USSI level, a committee of USS coaches from the swimmer's team will determine the level of placement for the swimmer. The League must approve the committee and the Synchronized Division Chair will be a member of the committee.
- 3-E All swimmers compete at the Novice level until they meet the above criteria.

### **SECTION 4** EVENTS

#### **4-A** NOVICE CLASS

- (1) All novice class competitors will perform four (4) compulsory figures at dual meet competition and championships (**figures #1 - #5 will alternate**).
- (a) At dual meets, the competitors will perform two (2) compulsory figures at Station A and two (2) compulsory figures at Station B.
- (2) There will now be (5) figures and they will be rotated throughout the season.**

#### NOVICE COMPULSORY FIGURES

101 Ballet Leg, R/L	1.6	Comp. Figure #1
311 Kip	1.8	Comp. Figure #2
360 Walkover, Front	2.1	Comp. Figure #3
349 Tower	1.8	Comp. Figure #4
<b>301 Barracuda</b>	<b>2.0</b>	<b>Comp. Figure #5</b>

#### **4-B** INTERMEDIATE CLASS

- (1) All intermediate class competitors will perform two (2) compulsory figures and two (2) figures from a selected group for dual meet competition and championships.
- (2) At dual meets the competitors will perform one each, compulsory and selected figures at Station A and one each, at Station B.

#### INTERMEDIATE COMPULSORY FIGURES

342 Heron	2.1	Figure #1
316 Kip, Split, Walkout	2.4	Figure #2

#### INTERMEDIATE SELECTED FIGURES

##### GROUP 1 (Not performed in 2009)

140d Flamingo, Bent Knee, Spin 180	2.5	Figure #1
345 Ariana	2.2	Figure #2

**GROUP 2 (Not performed in 2011)**

350	Minerva	2.2	Figure #1
240	Albatross	2.2	Figure #2

**GROUP 3 (Not performed in 2010)**

150	Knight	3.1	Figure #1
401	Swordfish	2.0	Figure #2

**SECTION 5** REFEREEING, SCORING AND JUDGING

- 5-A There shall be four (4) judges and one (1) Referee/Judge at each station. Each team shall supply four (4) judges and one (1) Referee/Judge.
- 5-B If a team does not provide the amount of judges/referees needed, the Meet Director will select additional qualified judges/referees to fill the judging stations. If eight (8) qualified judges and (2) referee/judges are not available, two (2) judges and one (1) referee/judge will be used at each station. The use of only three (3) officials is discouraged. Every effort should be made to provide the required number of officials.
- 5-C There will be two (2) judges stations and it is recommended that the **Home Meet Coordinator will decide which** figures will be performed at Station A and Station B as follows:
- |           | <u>Novice</u> | <u>Intermediate</u>    |
|-----------|---------------|------------------------|
| Station A | Comp. 1 & 3   | Sel. figure 1, Comp 1  |
| Station B | Comp 2 & 4    | Sel. figure 2, Comp. 2 |
- 5-D Scoring Procedures for Figures
- (1) Record the individual awards each time in the same consecutive order on the score sheet. Note: Never erase scores but rather draw a single line through the error and record the new score underneath or to the side.  
The following computations are done by the computer program:
  - (2) If five (5) judges are used, cancel the high and low score. If three (3) judges are used, there shall be no cancellation.
  - (3) Add the remaining awards and multiply by the degree of difficulty.
  - (4) One-half (1/2), one (1) and two (2) point penalties shall be deducted from the total of the individual figure award after multiplying by the D.D.
  - (5) Make the necessary computations to obtain the final scores. In the event of a computer problem, the written scores shall be the official scores.
  - (6) For each figure event, a list of participants, by order of finish are listed and show points awarded to each team. A separate sheet is started for each event. Copies of these sheets will be provided to each club participating at the end of the meet.
  - (7) As often as the computer can print results and ribbon labels, these should be given to the ribbon clerks to prepare ribbons.
- 5-E Approved Rulings and Clarifications
- (1) During Figure Competition, if a girl touches the wall, judges will take this into consideration. There will be no penalty and/or Referee decision.
  - (2) On Figures where it is specified that the swimmer must twist a certain direction, it is a one point penalty if she twists the other way. For example, in the crane, the swimmer must perform her vertical twist in the same direction as her crane twist.
  - (3) When performing the Ballet Leg and the swimmer performs the incorrect leg, a 1 point penalty will be assessed and the swimmer may re swim the figure.
  - (4) During Championships only, coaches are not allowed on the pool deck.

**SECTION 6** AWARDS

- 6-A Dual Meet Figures will be scored 7, 5, 3, 2, 1.
- 6-B Dual Meet Ribbons will be awarded to six (6) places. (2" X 8" sized ribbons.)
- 6-C Championship Meet Figures will be scored 10, 8, 6, 5, 4, 3, 2, 1.
- 6-D Championship Meet Ribbons will be awarded to eight (8) places. (2" X 10" sized ribbons.)
- 6-E Ties will be given split points (both Dual Meets and Championships):

EXAMPLE: Two (2) competitors tie for first -- take the 7 points for First Place plus 5 points for Second; then divide by two (2); thus each swimmer's team receives six (6) points. Each swimmer should receive a first place ribbon and the next place awarded should be a third place ribbon and not a second place ribbon.

- 6-F Each team individually will determine whether or not they will have an awards presentation at their home meets and whether or not they will stay for an awards presentation at away meets.
- 6-G Awards for figures and routines will be awarded at the championship awards presentation.

## **ROUTINE COMPETITION**

### **SECTION 7** AGE GROUP/ENTRIES

7-A The following are age group/events for meet competition.

<u>EVENT</u>	<u>NOVICE</u>	<u>INTERMEDIATE</u>
Solo	12 and Under 13-18	11-14 15-18
Duets	12 and Under 13-18	11-14 15-18
Trio	12 and Under 13-18	11-14 15-18
Teams	12 and Under 13-18	11-14 15-18
Combination Team		11-18

7-B Dual Meet: Routines Maximum of 3 routines per team.

- (1) In dual meets, each team should enter two routines as per required category per meet, however, entering the maximum of three routines is highly suggested.
- (2) The third routine can be from any category (Solo, Duet, Trio or Team) and any level (Novice or Intermediate). Each team's three routines will be judged and ranked for place and ribbons, but only the two required routines will receive 5 points each, regardless of place.

Championships: Routines Maximum of 12 routines per team.

7-C In championships, routines will be arranged in age group order.

7-D If a Swimmer swims up an age group (Example: A 12 year old is put into the 13-18 team routine), that swimmer must only remain in the upper age group for that particular routine.

7-E Novice and Intermediate swimmers cannot be mixed in a routine.

7-F A swimmer may compete in a routine without competing in figure competition.

7-G Participants may compete in any combination or number of routines.

7-H Team routines are limited to 4-8 members. Combination team routines are limited to 4-10 members.

7-I Routines may consist of any hybrids, swimming propulsion techniques, strokes or parts thereof; however, routines must include assigned technical elements as listed in Appendices A and B.

7-J Coaches are responsible for labeling CD's as to: Team name, name of competitor, title and time of routine, and for turning in the accompaniment to the Sound Center Manager before the beginning of that event. Only one routine is allowed per CD or the track number should be specified.

7-K Each competitor is entitled to a trial accompaniment test just prior to her competition to verify the volume and speed of her accompaniment. (Exception, no sound testing during Championships.)

7-L The accompaniment and judging shall begin on a signal from the Referee. After the signal, the competitors must perform the routine without interruption.

7-M Routines must start and finish with the accompaniment.

7-N If during competition, the music stops or is interrupted by a malfunction of the sound system, the routine will be stopped and restarted at an appropriate time.

- 7-O If swimmers have a complaint about the music during their Championship routine, they must bring it to the attention of a VFCAL Representative before the next routine starts. A decision will be made based on the complaint.
- 7-P There shall be a minimum time limit of 1:25 for routines in dual meet competition and championships.
- 7-Q There shall be a maximum time limit for routines as follows:
- |              |                    |
|--------------|--------------------|
| Novice:      | Intermediates:     |
| Solo = 1:45  | Solo = 2:00        |
| Duets = 2:45 | Duets = 3:00       |
| Trios = 2:45 | Trios = 3:00       |
| Teams = 3:30 | Teams = 3:45       |
|              | Combo Teams = 4:30 |
- Included in the time limits, is the allowed maximum of ten (10) seconds for deck movements. Timing of the routine shall begin and end with the music. The routine must end in the water. Coaches need to be aware that different CD players will have different settings and the music may be longer or shorter than on the team's player. Plan for this when timing routines. There will be no leniency.
- 7-R Substitution of a competitor(s) in a routine will be allowed for any reason. The competitor being substituted will be allowed to remain in competition.
- 7-S No entry changes (i.e. duet to a solo) will be allowed in routine competition after entry deadline.
- 7-T No substitutions or entry changes for both figures and routines will be allowed after scratch session each day of championship competition.
- 7-U No substitutions for an illegal entry will be allowed in routines at Championships. If the illegal entry is found prior to the start of the meet, the coach will decide which entry to scratch. If the illegal entry is found during the meet or after the meet has ended, the remaining or second event will be scratched.

## **SECTION 8** JUDGING

- 8-A Seven (7) judges and two (2) referees shall be used in all Solo, Duet, Trio events, and Team events during dual meets. Ten (10) judges and three (3) referees shall be used in Team events during championships.
- 8-B If a team does not provide the amount of judges needed, the Meet Director shall select additional qualified judges to complete the station. If seven (7) qualified judges are not available, five (5) judges may be used.
- 8-C Judges shall be placed in position by the Referee.
- 8-D Judges shall be provided with routine worksheet scoring. No scores will be flashed.
- 8-E Judges are required to complete the routine worksheet scoring form for every routine. Scores will be written on the routine worksheets and turned into the runner who will then deliver them to the scorer's table.
- 8-F Any written records with a running total of scores, must be turned into the scoring table at the end of the event. The forms can be returned to the judge at the conclusion of the meet.
- 8-G Judges are required to judge routines at a minimum of two dual meets in order to be eligible to judge routines at Championships.
- Shadow Judging: Shadow judging will be allowed during routines in order for judges to have enough opportunities to work the required number of meets prior to Championships and for additional experience in general. These judges will be seated directly behind the official judges.
- 8-H At the completion of each routine at dual meets only, each of the judges shall record both the technical merit and the artistic impression scores and shall hand the recorded awards to the runner. The only exception is Team events during championships, where five (5) judges will record scores for technical merit and five (5) judges will record scores for artistic impression.
- (1) Technical Merit - Includes execution of strokes, figures, and parts thereof, propulsion techniques, precision of patterns; synchronization one with the other and with the music; and difficulty of strokes, figures, and parts thereof, and patterns.

Artistic Impression - Involves choreography including variety, creativity, pool coverage, patterns and transitions; music interpretation, use of music and manner of presentation.

- 8-I At championships only, a judge should not sit on the panel of his/her child(ren)'s routine.
- 8-J A person may NOT judge nor referee a routine that he/she had any part in choreographing and/or coaching.
- 8-K Approved Rulings and Clarifications
  - (1) Swimmers shall not be penalized for not covering the entire pool.
  - (2) A one (1) point penalty will be assessed by the Referee for elements performed out of order or left out of a routine.

## **SECTION 9      AWARDS AND SCORING**

9-A

### Computation of Routine Scores

- (1) If seven (7) judges are used, discard the two high and two low scores from the technical scores and discard the two high and two low scores from the artistic scores. If ten (10) judges are used (Teams at championships), discard low and high scores from the technical scores and discard low and high scores from the artistic scores. There should always be three (3) remaining technical scores and three (3) remaining artistic scores.
  - (2) Total technical score is the sum of the remaining technical scores multiplied by the degree of difficulty (2.0).
  - (3) Total artistic score is the sum of the remaining artistic scores.
  - (4) Penalty is provided by the referee.
  - (5) Bonus is awarded for team routines based on the number of swimmers. One half (0.5) of a point is added for each swimmer in excess of 4 swimmers to a maximum of 2.0 bonus points.
  - (4) The final routine score is the sum of total technical, total artistic, and bonus minus the penalty.
  - (5) For final results, routines, by order of finish, are listed and show points awarded to each team. Copies of these sheets will be provided to each club participating at the end of the meet.
  - (6) As often as the computer can print results and ribbon labels, these should be given to the ribbon clerks to prepare ribbons.
- 9-B For the purpose of computing scores in routines, the technical merit score shall be multiplied by 2.0 degree of difficulty and that total added to the artistic impression score total.
  - 9-C Ties will be handled the same as figures, see Section 6-E.
  - 9-D In dual meets, teams will be awarded five (5) points for each of the two mandatory entries. The points will be added to the total team score. All routines are judged and scored and places awarded.

9-E If the written numbers and total points awarded on a routine worksheet do not equal, the table worker will accept the total score written for the correct score.

9-F Championship Routine Team Points

<u>Place</u>	<u>Solo-Figures</u>	<u>Duet</u>	<u>Trio</u>	<u>Team/Combo</u>
1	10	14	16	18
2	8	11	13	15
3	6	8	10	12
4	5	6	8	10
5	4	5	7	9
6	3	4	6	7
7	2	3	4	5
8	1	2	3	4

9-G At the conclusion of all routine presentations, final place is noted on each score sheet and placed on summary sheet and ribbons prepared.

9-H Ribbons will be awarded to four (4) places for routines for dual meets and eight (8) places for routines for championships.

9-I A penalty of 20 points will be assessed to any team who failed to represent their team (a minimum of 3 coaches/judges) at the annual Judges training clinic.

## **PRIOR TO MEET**

### **SECTION 10    PREPARATION**

- 10-A    Equipment Needed:  
Sound system, five (5) Flash Cards, stopwatch, 2 red markers each for station A and B, scissors, pencils, pens, stapler, paper clips, paper weights, pencil sharpener, calculator, and 8 or more clip boards.
- 10-B    Set up the Pool Area Including
1.      Station A and B each with 5 chairs for judges, a table and chairs for 2 recorders and a reader. The meet starts with routines, so 7 chairs for judges need to be arranged for judging routines.
  2.      Computer, scorer and ribbon preparation area with tables and chairs for 6 workers. The area needs power, lighting, shade and possibly a fan to keep the computer cool. Copy of VFCAL rules. Scoring paperwork and ribbons.
  3.      Team Areas.
  4.      Place mandatory red markers in pool prior to figure competition.
- 10-C    Get ribbons ready by events (computer will print labels with date, teams, age groups).
- 10-D    Use pages 10 & 11 as a "How to" guide to running a meet.

### **SECTION 11    OFFICIALS NEEDED**

- 11-A    Home Team  
Referee/Judge, three (3) table workers, four (4) or more Judges, 2 Recorders, 1 Reader, 1 Runner, a Computer Operator and a scorer/ribbon preparation person, Announcer and a Sound System Operator. Flash cards for 5 people.
- 11-B    Visiting Team  
Referee/Judge, three (3) table workers, four (4) or more Judges, 2 Recorders, 1 Reader, 1 Runner, a Computer Operator, and a scorer/ribbon preparation person. Flash cards for 5 people.
- 11-C    The Referees from each team will decide their positions on the deck for figure competition during Dual Meets.
- 11-D    Both teams will provide a Referee for routine competition during Dual Meets.
- 11-E    The meet Referees and the 2 recorders at each station shall be from different teams.
- 11-F    Table Worker Positions  
There should be a member of each team reviewing and confirming the computer entries. At the Championship meet, the review and data entry should be rotated among all teams, with multiple teams being represented at all times.

### **SECTION 12    ENTRIES**

#### Dual Meets

- 12-A    The order of events at Dual Meets shall be: Routines, novice figures, intermediate figures.
- 12-B    All entries must be in to the home team on the "Meet Participant" sheet by 5:15pm on meet day. A randomized listing of all competitors will be compiled by the home team computer. Figure Draw: An "Entry Summary" sheet, summarizing the number of competitors in each age group/division, and each age group should accompany the Meet Participant sheet. The order of age groups should be: Novice 8 & Under, 9-10, 11-12, 13-14, 15-18, Intermediate 11-12, 13-14, 15-16, 17-18. Starting with number one, all competitors will be given a number in the same order they are printed (all novice competitors are considered one group, intermediates are another). The number of competitors should then be divided equally by the number of judging panels (dual meets = 2 panels, championships = 4 panels). In dual meets, 8 & Unders perform first and are divided in half. The first half of the group will begin figures at Station A, the second half will begin figures at Station B. Only one figure is performed at a panel. Novice/Intermediates, four figures are performed, are also divided in half and placed at the two panels but will perform only one figure per panel at a time. At championships, the groups will start at their assigned panels and the swimmers will rotate in a clockwise motion.

#### Championships



- 12-D For Saturday/Sunday Champs: All intermediate swimmers will compete in figures on Saturday, and all novice swimmers will compete in figures on Sunday. For Friday night/Sunday Champs: both novice and intermediate figures will compete Friday night with novice competing first and Sunday will have novice routines first followed by intermediate routines. During this meet the draw will be split into division age groups. All competitors in that age group will be placed in a random draw for position numbers.
- 12-E Substitution of a competitor(s) (i.e. 15-18 novice for 15-18 novice) for figures will be allowed for reasons of illness or injury only. The competitor being substituted will be allowed to remain in routine competition.
- 12-F An entry change (i.e. 9-10 novice for a 13-14 novice) will be allowed for figures provided the competitor being scratched is sick or injured and there are no other swimmers in her age group to substitute for her. The new entrant will be placed in the first position of the first flight of her entry group.
- 12-G No substitution or entry changes for both figures and routines will be allowed after scratch session each day of championship competition.
- 12-H Each team must provide pre-swimmers-as determined in the champs assignments.

## **CONDUCT OF MEET**

### **SECTION 13 COMPETITION**

#### **13-A Routine Competition**

- (1) Call routine to deck side. Time routine from start of music.

#### **13-B Figure Competition**

- (1) A maximum ten (10) minute break between routine and figure competition will be allowed. The home team should get officials' Stations set up as quickly as possible (extra swimmers can be utilized to set things up more quickly). Officials at both Stations must report immediately after routine competition. The home team may allow Intermediates from both teams to utilize the 10 minute break, between novice and intermediate figures, for a quick warm-up. Coaches should ensure proper supervision of the swimmers.
- (2) The announcer will announce which figure will be performed at each panel and which swimmer number will compete first at each panel. Competitors line up in order of their number.
- (3) Reader: To announce each competitor, the reader will confirm that the swimmer and paper correspond by asking the swimmer, "Swimmer number X?" (allow swimmer to respond), "Figure name". If a swimmer is missing from the order, the reader should yell the swimmer number. If no answer, the reader should check which team the swimmer is from and notify that coach. At the competition of the figure and after the judges have prepared their score cards, the Referee will say "Scores". The judges will simultaneously flash their scores and the reader will call out their scores to the recorder (each time in the same judge order).
- (4) Referee/Judge: If a competitor has not lined up an appropriate distance from the wall, the referee may elect to ask the competitor to move the appropriate distance. The referee may also dictate which direction the competitor must lay out. The referee will blow the whistle when the competitor has established a full layout position. If a penalty must be assessed, the referee will wait until after the scores have been recorded before tactfully explaining the error to the swimmer. After the scores have been recorded, the referee will ask the recorder for the competitor's sheet to record and initial the penalty.
- (5) When a competitor has completed the figure at her first station, she will immediately exit the pool and report to the end of the line at the second station.
- (6) The competitor's score will be computed as outlined in Section 5-D.
- (7) To standardize the pool set-up, Judge #1 sits closest to the Reader.

### **SECTION 14 OFFICIALS**

- 14-A Qualified officials must be used in all meets. This is the responsibility of the coaches and League Representative to ascertain. Officials will only qualify by passing the League written test and by attending a League approved clinic. Each teams' Head Judge will be responsible for determining who is experienced enough to judge Championships. They will need to verify that at least two (2) routine competitions were officiated for both judges and referees during the dual meet season in order to officiate at Championships. Note: In order to officiate both novice and intermediate figures at Championships, an official must have officiated at least two novice and two intermediate figures during the dual meet season. An official may choose to officiate only novices or only intermediates at Championships therefore only having to officiate at least two competitions of the category of choice during the dual meet season.
- 14-B New Judges / Referees cannot use their "Shadowing" as one of their 2 meets to be eligible to officiate at Championships.
- 14-C Each year the League test shall be evaluated and, if necessary, be rewritten. This test shall also be retaken each year by all judges and Referees.
- 14-D Complaints about a judge or Referee in regard to cheating will be dealt with in the following manner.
  - (1) First Offense: The complaint will be dealt with within own team.
  - (2) Second Offense: The League Representative, the representative from the initial meeting and the offender will meet. The offender will be required to shadow judge.
  - (3) Third Offense: The offender will no longer be able to judge or referee for the rest of the season.

## **SECTION 15** AT THE END OF THE MEET

### Dual Meet:

- 15-A Final results are announced, including places for participants in figure and routine competition.
- 15-B Give each coach a copy of summary sheets, figure sheets for her participants and routine score sheets.
- 15-C A copy of the meet results, final team scores as well as the names of any newly qualified judges or referees needs to be given to the team's League Representative. All meet results are submitted at the championship seeding meeting.

## **PARENT RESPONSIBILITIES**

### **SECTION 16** PARENT/MEET COORDINATOR - GENERAL PROVISIONS

- 16-A Arrange for officials from your team.
- 16-B If a Parent/Meet Coordinator should discover that his/her team cannot supply the required number of officials for the coming meet, contact their League representative ASAP preceding the meet so that arrangements can be made.
- 16-C Assist the coach in taking down meet equipment and facilities.

### **SECTION 17** SOUND MANAGER

- 17-A The sound manager shall be responsible for properly presenting the accompaniment for each routine. He/She shall arrange the accompaniments in their order of performance. There will be no sound test prior to the routine in Championships.

### **SECTION 18** TIMER/REFEREE

- 18-A The timer shall check overall time of routine as well as that of the deck movement; the deck time and the total routine time shall be recorded on the Master Score Sheet. When the time of either the overall routine or the deck movement is in excess of the limit, a timer shall so inform the Referee. **NOTE:** When a penalty for exceeding allowed time has been given, the Referee will inform the League Representative. The League Representative will retime the routine for accuracy before officially issuing a penalty.

## DUAL MEET TABLE WORKER JOB DESCRIPTIONS

### THINGS NEEDED AT THE SCORING TABLE

1. Copy of League rules
2. Swimmer Order Forms
3. Dual Meet Scoring Sheets
4. Poolside Reader Sheets
5. Poolside Recorder Sheets
6. Pencils (many pencils)
7. One box of paper clips
8. Ribbons
9. Ball point pen
10. Adding machine or calculator
11. Extension cord
12. Lights
13. Rocks or paperweights
14. Computer
15. Printer

### DUAL MEET RESPONSIBILITIES AND JOB DESCRIPTIONS

#### **Coaches**

- A. Turn in completed "Meet Participant" and "Master Entry Sheet" to the scoring/computer table by 5:15 PM of the meet day.
- B. Provide to the scoring/computer table 7 colored "Routine Worksheet Scoring" forms and a white "Score Tally" sheet for each routine.

#### **I. Scoring/Computer Table Workers**

- A. The home team, Computer Operator will enter the figure swimmer numbers from both teams to create a random order list of names for figures.
- B. A representative from each team works together to set-up the meet order for routines and figures.
  - 1) Routine sheets are sorted by event, age group and routine type. The entries are put in a random order. A list of routine order is created and posted. The announcer, the referee, the computer operator and each team's coach needs a copy.
  - 2) Routine scoring clipboards are put together for the judges. Each of the 7 clipboards will have, in routine order, a routine worksheet for each routine. Worksheets will be marked with the Judge number for that station. An eighth clipboard, for the referee will have the white score tally sheet, in routine order, for each routine.
  - 3) The type of routine entered will be checked against the list of mandatory routines for the meet day to verify which routines can be awarded points. If a team has not brought the two (2) mandatory routines, the meet director and the computer operator must be informed.
  - 4) To divide the figure competitors into three (3) groups, the computer operator generates 5 copies of the list, one for each team, one for the announcer, one for the scoring table and one is posted. Start by separating the 8/under novice and the next oldest by drawing a line between them. A second line is drawn between the swimmer number of the last novice and the first intermediate. Then divide each group between stations A and B. Mark all 5 sheets the same. The division of swimmers to station A & B needs to be as equal as possible. Counting the total

- number of swimmers in each group and dividing that in half with another line, marking one half "A" and the other half "B".
- 5) Table workers take 2 clipboards and 2 Reader Lists with numbers 1-80. Mark the lists to show station A and B divisions. Place these on the Reader chair at the start of figure competition.
  - 6) Each table will also need figure scorer recording sheets.

## **II. Poolside Job Descriptions**

- A. Readers and Recorders are used in figure competition only.
- B. Each figure sheet must be marked with the figure. A new sheet must be started when the figure changes.
- C. One recorder writes down the judges' scores. The other recorder, from the other team, compares the writing to the announced scores for agreement. Recorders ask the reader for judges' scores again if anything is not clear.
- D. Finished figure sheets are given to the runner to take to the computer.
- E. Each team will provide a Prompter, whose job it is to line the swimmers up, by number, at the side of the pool, during figure competition.

## **III. Scorer and Computer Table Job Descriptions**

- A. Computer Operator
  - 1) The computer operation is described in a separate document generated by the computer program owner.
  - 2) At the computer table, the home team operates the computer and the visiting team has someone to double check the entries on the screen, as they are entered.
  - 3) A disk of meet results should be provided to the Meet Coordinator.
- B. Scorer/Ribbon Preparation
  - 1) During routines, the runners give the Routine Worksheet Scoring Forms and the referee's white Summary Sheet to the scorers/ribbon preparation people. The totals on the routine score sheets are checked. Routine scores are calculated. For a dual meet only, the places for each event are determined and written on the summary sheets. The summary sheets are provided to the computer operator.
  - 2) Ensure that each team is awarded 5 points for each of the 2 mandatory routines in the category for that meet.
  - 3) The computer will generate place labels for each award. These need to be attached to the appropriate ribbon. It is helpful to presort ribbons into envelopes marked with event name. Once ribbons have been labeled and placed into envelopes per event, they are put aside until the awards presentation.
  - 4) The computer will generate individual figure score sheets and ribbon labels after the figure competition. Labels go on the ribbons and are then placed in envelopes by event. The figure score sheets and participant ribbons are placed in a folder for each team.
  - 5) Review computer results against meet order and swim list. Look for any inconsistencies. Bring any issues to computer operator.
  - 6) At the conclusion of competition, the awards and a list of results are given to the announcer for the awards presentation. The announcer will also need the final score.
  - 7) 5 copies of the meet results need to be printed out. One copy to each of the following: each teams coach, each teams publicity coordinator and the home team's League Representative will need a copy the next day.