

“The meet director is usually appointed by the meet host and is the organizer and coordinator of all meet activities.”

-USA Swimming Meet Director Handbook

OREGON SWIMMING, INC.

Meet Director Clinic
October 1, 2022

DUTIES OF A MEET DIRECTOR

- Submit meets to OSI for inclusion on meet calendar
- Write and edit meet information
- Apply for meet sanction
- Set up Meet Manager file and accept meet entries; Answer questions and assist coaches with entry process
- Ensure that all areas of the meet are properly staffed, and oversee all non-officiating volunteer positions at the meet
- Ensure that all meet equipment is working properly and that all necessary supplies, forms, signage, reports, etc. are in place for the meet

DUTIES OF A MEET DIRECTOR

- Arrange vendors (concessions, swimwear/gear, apparel, photography, etc.) for the meet
- Ensure that a well-run and-supplied hospitality room is in place for coaches and officials.
- Submit meet file to OSI office and ensure that all registration and other exceptions are resolved prior to meet start
- Work with facility and others on meet setup and facility readiness; including compliance with MAAPP and Safe Sport, adequate parking and seating, and live feed availability

DUTIES OF A MEET DIRECTOR

- Work with meet referee and other key officials to ensure a smooth-running meet
- Be present during meet to answer questions; train and assist volunteers; deal with facility, spectator, swimmer, and other issues; and for general overall meet management.
- Submit meet results to OSI office and webmaster; complete and submit meet financial report to OSI office; and complete other post-meet tasks.

OSI MEET CALENDAR

- Published each spring for following competition year (September – August)
- Meet directors submit form to OSI scheduling chair for each meet their club plans to host
- If a club wishes to add a meet after the calendar has been published, they must obtain permission from each other other clubs hosting meets on those dates

MEET INFORMATION

- The meet information – sometimes called the meet announcement – is the key document that covers all of the information needed by meet participants and officials; including but not limited to meet structure, schedule, event information, fees, entry process, and spectator information.
- The meet director is typically the person responsible for writing the meet information; but significant input should be obtained from the host team head coach, the meet referee, the facility, and other key people involved in meet planning
- If the meet has been hosted before, the prior year's meet information should be used as the starting point.
- Required elements of the meet information can be found in the USA Swimming Rulebook, and a list of the order of information is in the OSI Policies and Procedures. See Resources for links.
- During the entry process and the meet itself, keep notes for future meets regarding changes and improvements to the meet information.

MEET FEES

- **Paid by host club to OSI:**

- Sanctions – \$30 for each day that events are scheduled; \$25 for each day that time trials are scheduled
- Surcharge – \$3 per swimmer entered in the meet – charged to swimmers by host club
- Splash Fees - \$.50 per individual event and \$2 per relay event – charged to swimmers by host club

- **Additional fees that may be charged to swimmers by meet host:**

- Facility use fees - charged per swimmer; total may not exceed the amount paid to the facility for rent and facility use fees
- Splash fees - \$4 per individual event and \$10 per relay event in addition to the splash fees paid to OSI (\$4.50 total per individual and \$12 total per relay)
- No additional fees, including an electronic heat sheet fee, may be charged to swimmers at non-championship meets. Championship meets may charge \$3 per swimmer for 10&U meets and \$5 per swimmer for 11&O meets for electronic heat sheets.

MEET SANCTIONS

The three types of “official” meets:

- Sanctioned – Most official Oregon Swimming meets are sanctioned. For a sanctioned meet, all athlete participants must be current USA Swimming members.
- Approved – Occasionally clubs will host approved meets, which allows non-USA Swimming members to participate as athletes. The most common time you will see this is when college teams are participating alongside club teams in Oregon Swimming meets. All times are recognized by USA Swimming, but times will not be submitted to the USA Swimming database for those who are not current USA Swimming members
- Observed – We have observed meets in Oregon for the high school state championships and for most high school district championships. The main difference for observed meets is that they are conducted under rules other than USA Swimming, so insurance coverage is not provided by USA Swimming and only those swims observed by USA Swimming officials will be recognized by USA Swimming.

MEET SANCTIONS

- A meet must first be on the Oregon Swimming meet calendar before a sanction application is submitted.
- The meet must have a meet referee and an administrative official before the sanction application has been submitted.
- Sanction applications must be submitted to the OSI executive director no later than 45 days prior to the first day of the meet (7 days for a closed intersquad or dual meet.)
- The submission should include an email requesting the sanction, and the completed meet information document. The meet referee should be copied on the email to confirm his or her approval of the sanction request.
- The meet director and meet referee will be notified when the sanction is approved and a sanction number has been assigned. The sanction number should be added to the final meet information and in the Meet Manager file.

MEET SANCTIONS

- If your club is hosting an approved meet rather than a sanctioned meet the process is the same, but there are some differences in meet information wording. Email the OSI executive director for assistance.
- Sanction fees are \$30 for each day that events are scheduled and \$25 for each day that time trial events are scheduled. Sanction fees are waived for meets where OSI surcharge and splash fees are not charged (dual meets or intersquad meets.) OSI will charge your club account for the sanction fees.
- The meet sanction section of Oregon Swimming Policies and Procedures is found under Article II on pages 8-11. However, P&P are currently being revised in many areas including sanctions. The updated Article II will be sent to meet directors and updated on the OSI website when the revisions are complete.

USA SWIMMING RULE CHANGES

The following were among the legislative changes recently made by USA Swimming at their 2022 HOD:

- Effective January 1, 2023, meet information must include a statement of the medical supervision (lifeguards, EMT, AED device, etc.) that will be available to athletes participating in the competition.
- Effective January 1, 2023, deck marshals must include at least one person of each gender.
- Effective immediately, the 120 day waiting period for an athlete to attach to a new club has been reduced to 60 days.

MEET MANAGER

- OSI clubs generally handle Meet Manager setup and meet entries in one of three ways:
 - Meet director responsible for all of Meet Manager operations leading up to the start of the meet and after the meet is concluded; Administrative Official(s) (AO) responsible for certifying Meet Manager results during the meet.
 - Meet director has minimal or no involvement with the Meet Manager file; AO sets up meet file, accepts entries from coaches, handles exceptions, certifies results, and submits results to OSI and coaches.
 - Meet director has minimal or no involvement with the Meet Manager file; separate entry person sets up meet file, accepts entries from coaches, handles exceptions, and submits results to OSI and coaches; AO certifies results.
- Regardless of the way your club handles it, meet directors are encouraged to become familiar with Meet Manager. Links and resources for Meet Manager training will be provided at the end of this presentation.

VOLUNTEER COORDINATION

- Whether meet directors are directly responsible for volunteer coordination for their club's meets or it is handled by a different person, the meet director should be involved in setting up the volunteer schedule and ensuring that MAAPP and other Safe Sport rules are being adhered to.
- *Tips for successful volunteer coordination:*
 - Always keep in mind the value of your volunteers' time. While it is important to make sure that all meet jobs are filled and that there are enough volunteers to run a successful event; it is equally important to not be overstaffed or to have volunteers there at times where there isn't work to be done.
 - If the meet has been done before, always use the prior year's volunteer schedule and meet timeline to set up the volunteer schedule for this year. If you don't have a similar meet at your club, reach out to meet directors from other clubs who run similar meets for their volunteer schedules.

VOLUNTEER COORDINATION

- *Tips for successful volunteer coordination continued:*
- Set up the volunteer schedule and start signups with enough time to secure volunteers, but always adjust the schedule if the final timeline for the meet is different from the prior year or from the assumptions that were used when setting up the schedule.
 - Put a note on the signups that times could change slightly and that you will notify volunteers in that case
 - Ensure that everyone has received the notice by making phone calls or asking for a reply to your emails or texts. Team Unify email center lets you know if an email has “probably” been opened but it is not foolproof.
- Take notes during the meet about jobs and shifts where there were too many or too few volunteers, and use that information for future meets.

VOLUNTEER COORDINATION

- *Tips for successful volunteer coordination continued:*

Sign-up management:

- Utilize Team Unify's Service Hours feature for signups and tracking of hours if your club subscribes to the service.
- Communicate! Be clear about your members' obligations regarding service hours when they register for the team and throughout the year. When a meet is approaching, announce to the club ahead of time when signups will open and again when they open, and provide updates until the jobs are full.
- Provide clear details on the signups of what the job entails, who may sign up (age limit, training requirements, etc.), and the contact information for the person in charge of that area.
- Consider closing the signups once they are full so that last minute cancellations have to go through you, and to use penalties for no-shows/no-calls.
- Recording additional hours worked, deducting for late-shows, or correcting mis-posted hours if using TU – use the “new” option in the “Worked” column to increase or decrease a family's worked hours.

EQUIPMENT & SUPPLIES

- As with Meet Manager and volunteer coordination, the Meet Director may be directly involved in purchasing and maintaining equipment & supply inventories, or these jobs may be delegated to others in the club. If the jobs have been assigned to others or the equipment and supplies will be provided by the facility, the meet director should still be aware of everything needed, provide oversight and ultimately ensure that everything will be at the facility and in good working order.
- Supplies for meets will vary by team and by facility, but it is a good idea to have a master list which includes input from all areas of the meet (clerk of course, awards, head timer, the meet referee and admin official, announcer, facility setup, bull pen, etc.) maintained by the meet director. The list can then be further broken down into areas with the person responsible for procuring the supplies, if someone other than the meet director.
 - Concessions and hospitality are an exception – the meet director should be aware of and/or approve the menus, but generally should leave the supply lists and purchasing to the coordinators.

EQUIPMENT & SUPPLIES

- Equipment: Meet hosts should ensure that all equipment is fully operational, set up and tested, and that backups are available if at all possible. This will vary by facility but includes:
 - Automatic touchpads, timing buttons, and all associated cables and lane modules
 - Stopwatches – 3 per lane plus 2 per head timer
 - Starter and associated cables, charger, and microphone
 - Timing console
 - Computers (for Meet Manager results and timing console (if applicable)) and printers (for timing console & results computer)
 - Lap counters and bells for distance events
 - Announcer microphone and PA system
- The meet director's responsibility is to ensure that the designated people from your club or facility have purchased and tested the equipment well before the meet start date. An equipment master list similar to the supply list is a good idea.
- If there is a question about the functionality of a piece of equipment and the club is not in a position to replace it prior to the meet, reach out to other clubs with the same type of equipment to ask to borrow theirs.

VENDORS

- The meet director is ultimately responsible for all vendors scheduled at a meet, including internal club or facility fundraisers (concessions, raffles, etc.). If the setting up and supervising of vendors is assigned to a different person, the meet director should still be aware of and approve the vendors' attendance.
- The club should ensure that any internal or external vendor has the applicable permits from the city, county, or state to operate as a business or fundraiser at your event.
- Be aware of any contracts the club may have with a specific vendor or competition between types of vendor, and avoid these conflicts – i.e. scheduling two different suit vendors at the same meet.

HOSPITALITY

- Hospitality for coaches and officials is an important part of a well-run meet and it is the meet host's responsibility to have adequate space, food, and drink for their hospitality room.
- The club should ensure that hospitality is staffed such that the meet director need not be involved other than high level oversight. However, it is appropriate and encouraged for the meet director to be involved in hospitality planning by:
 - Providing a meet schedule to the hospitality staff, including days and times of meetings, warm-ups, competition, and breaks.
 - Providing a list of which meals are to be provided on which day, and what type of snacks and drinks are needed.
 - Approving the meals that are to be served.
 - Providing the estimated number of officials, coaches, and others who will be served at each meal.

EXCEPTION REPORTS

- There are several types of exception reports that should be run from Meet Manager prior to a meet to ensure that various types of errors do not exist in the meet file.
- Depending on the club and which type of exception it is, the responsibility for clearing exceptions can belong to several people including the administrative official, meet referee, meet director, and OSI office personnel. Regardless of the meet director's involvement, they should be aware of the types of exceptions that can occur:
 - During the entry process:
 - When importing the entries from teams, Meet Manager will reject entries that have exceptions due to not meeting the qualifying time, event mismatches, etc. The exception report is created in pdf form at that point and should be saved and emailed to the team's coach to resolve.

EXCEPTION REPORTS

- USA Swimming registration exceptions:
 - This exception report is generated when the OSI office checks registration status of swimmers in the meet from the backup file that is emailed to them prior to the meet. It will be emailed to the meet director/AO/entry person, meet referee, and to any coaches with exceptions. All exceptions must be resolved by the start of the meet. The meet director and meet referee should work with the OSI office to ensure that swimmers with unresolved exceptions have been removed from the meet file and will not be allowed to compete.
 - Common exceptions which must be cleared by the team or the swimmer are:
 - Swimmers who aren't currently registered with USA Swimming
 - Swimmers who need to upgrade their membership from Flex to Premium
 - Swimmers ages 18 or older who need to complete Athlete Protection Training
 - Common exceptions which can be corrected by the meet director/AO/entry person are:
 - Birthdate, USA Swimming membership number, or name errors in the meet file
 - Corrections to a swimmer's club, including correcting the attached or unattached status of a swimmer.

EXCEPTION REPORTS

Because of the new USA Swimming registration system, the exception reports from Oregon Swimming may look a little different. This is an example of a recent meet exception report generated by OSI:

Name	ID #	Birthdate	Age	Exception description	Club (Meet File)	Club (USAS)	Action needed
Michael Scott	59AB28CI978249	3/14/2008 0:00	14	Athlete is Flex member and upgrade is required	ABC	ABC	Upgrade needed
Pam Beesly	4448F1A352AC1E	5/22/2009 0:00	13	LSC/Club in Meet file does not match SWIMS	DEF	UN	Meet entry file: change UN
Dwight Schrute	34A64F05CAFA47	2/28/2010 0:00	12	LSC/Club in Meet file does not match SWIMS	DEF	GHI	Transfer request needed
Jim Halpert	64F19C5B7583E4	5/14/2009 0:00	13	LSC/Club in Meet file does not match SWIMS	DEF	UN	Meet entry file: change to UN
Angela Martin	9CIB2824959AB1	5/12/2014 0:00	8	LSC/Club in Meet file does not match SWIMS	ABC	JKL	Transfer request needed
Oscar Martinez	duplicate	4/9/2011 0:00	11	Member Not Found or has Dupes	DEF	N/A	OSI emailed USASwimming to merge dup acct.
Creed Bratton	needs registration	5/18/2014 0:00	8	Member Not Found or has Dupes	MNO	N/A	MNO: Please register
Meredith Palmer	missing id #	10/26/2006 0:00	15	Member Not Found or has Dupes	MNO	N/A	Meet entry file: add member id #341DABE528BA6A
Andy Pernard	missing id #	4/11/2013 0:00	9	Member Not Found or has Dupes	MNO	N/A	Meet entry file: add member id #A4226C15CA224A
Toby Flenderson	needs registration	3/12/2016 0:00	6	Member Not Found or has Dupes	ABC	N/A	ABC: Please register
Kelly Kapoor	duplicate	5/7/2011 0:00	11	Member Not Found or has Dupes	ABC	N/A	OSI emailed USASwimming to merge dup acct.
Ryan Howard	missing id #	3/6/2013 0:00	9	Member Not Found or has Dupes	ABC	N/A	Meet entry file: add member id #B73459ABEBAC8F
Phyllis Lapin	needs registration	4/24/2014 0:00	8	Member Not Found or has Dupes	ABC	N/A	ABC: Please register
Kevin Malone	missing id #	3/5/2014 0:00	8	Member Not Found or has Dupes	ABC	N/A	Meet entry file: add member id #EDD31A714B4483
Stanley Hudson	duplicate	8/26/2010 0:00	12	Member Not Found or has Dupes	ABC	N/A	OSI emailed USASwimming to merge dup acct.

EXCEPTION REPORTS

- Other exception reports:
 - There are other reports which should be run prior to seeding the meet to ensure that entries for swimmers are correct and within the entry limits listed in the meet information. These reports are found in Meet Manager on the report menu.
 - Entry qualifying times – ensures that all swimmers have seed times equal or faster than the qualifying time.
 - Event limits – ensures that there are no swimmers who are entered in too many events in the meet as a whole or in an any one session.
 - If any of these exceptions are found, the coach should be emailed and asked to correct the entries to remove the exception. It is usually easiest to make manual corrections rather than sending an entirely new meet entry file.

SAFE SPORT / MAAPP

USA Swimming's Safe Sport program is a comprehensive abuse prevention program which includes required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting.

- **MAAPP – Minor Athlete Prevention Policy.** *Be knowledgeable of MAAPP 2.0.* There are many instructional videos, training opportunities, documents, etc. on USA Swimming's website.
- *MAAPP applies to any conduct between an Adult Participant and any Minor Athlete related to participation in sport.* Swim meets are a prime area where MAAPP compliance is necessary:
 - Competition is the first example of “participation in sport” listed in the policy
 - USA Swimming members (coaches, officials, meet directors) and participating non-members (meet marshals, computer operators, timers, etc.) are the first examples listed of “Adult Participants” listed in the policy

SAFE SPORT / MAAPP

The meet director should work with the facility and the meet referee to ensure a safe meet environment and compliance with MAAPP. This should include:

- Separate restrooms from the locker rooms/changing areas for adults, if possible; including appropriate and clear signage.
- Ensuring that all adult volunteers from your club, regardless of position, have agreed to MAAPP (for parent/guardians, this should be included in your team's registration process.)
- A procedure for which adult volunteers who are not from your club (i.e. timers) can read and agree to comply with MAAPP.
- Removal of potential for one-on-one interactions between minor athletes and adults.
- Regular and random monitoring of the locker rooms/changing areas.

OFFICIALS

- **Overview of types of officials – “Wet Side”**

- **Stroke & Turn Judges** observe whether the rules relating to the style of swimming designated for the event are being observed. They can be positioned on the ends or sides of the pool, or walk along the pool during the races. Stroke and turn judges may also judge relay takeoffs to observe whether relay swimmers do not leave the starting block before the preceding swimmer has touched the end of the pool.
- **Chief Judges (CJ)** are the deck mentors and supervisors of the Stroke & Turn judges. In Oregon Swimming, we usually only see CJ's at the championship level.
- **Starters** are responsible for sending swimmers off the block and making sure each swimmer leaves on time. Starters control the swimmers from the time the referee turns them over to when the race begins, and are responsible, together with the deck referee for observing whether all swimmers have legal starts. Starters are often also responsible for recording the order of finish of the swimmers in the heat.

OFFICIALS

- **Overview of types of officials – “Wet Side” continued**
 - **Referees** have the overall authority and responsibility for seeing that the competition complies with all of the appropriate rules and regulations. The referee resolves all questions related to the conduct of the swim meet and reviews any disqualifications.
 - **Meet referee** has overall responsibility for the conduct of the meet.
 - **Deck referee** has authority for the running of the meet during the times he or she is on duty. When on duty, the deck referee is positioned next to the starter.
 - **Admin referee** is a referee that has been assigned to work on the “dry side” with other administrative officials during championships or other prelims-finals meets.

OFFICIALS

- **Overview of types of officials – “Dry Side”**
 - **Administrative Officials (AO)** ensure compliance with administrative rules regarding entries, timing and order of finish, supervises ET's, and may assist meet director and others with administrative tasks.
 - **Electronic Timing Officials (ET)** operate the timing console and assist AO with times verifications and generating of results.
 - **Administrative Referees** are responsible for administrative tasks at championship and other prelims-finals meets, including supervision of AO and ET staff.

OFFICIALS

- **Meet referee / admin official relationship to meet director**
 - The meet director should work closely with both the meet referee and administrative official or referee throughout the pre-meet process, including development of the meet information, sanctioning, accepting entries, exceptions, and other preparations for the meet.
 - As the meet host, the meet director should ensure that all officials, but especially the meet referee and administrative referee (if applicable), have access to parking and are provided with the necessary supplies, meeting and work space, and reports (heat sheets, check-in sheets, etc.) they need to do their jobs.
 - During the meet, the meet director should be available to the meet referee and admin official for questions and assistance as needed

DURING THE MEET

Once the meet has started, the meet director's role varies depending on your team's procedures and other staffing. Areas where a meet director can be of assistance during the meet include:

- **Officials and Clerk of Course** – As mentioned above, the meet director should be available to the key officials for assistance and questions as much as possible. The meet director can also assist with and should be knowledgeable about seeding protocol and other Clerk of Course duties.
- **Volunteer check-in/Lane timing sign-ups** – Unless there is a separate volunteer coordinator for your club, the meet director should monitor or review the team's volunteer check-in as well as the lane timing signups to make sure that volunteers are signing in on time and that there are not no-shows or other problems.

DURING THE MEET

- **Facility** – The meet director is usually the point of contact for facility staff including management and lifeguards. Spectator and athlete seating is also the responsibility of the meet director, including complaints and other issues. He or she should also monitor or oversee others to ensure MAAPP compliance and general facility concerns such as restroom supplies/cleanliness, garbage and recycling, etc.
- **Equipment** – As mentioned before, the meet director should ensure that all equipment needed for the meet is operational and in place before the meet begins. During a meet, the meet director is responsible for making sure equipment issues are quickly dealt with so that the meet continues to proceed. In both cases these duties are ideally assigned to other individuals so that the meet director is just providing oversight.

AFTER THE MEET

Once the meet is complete, the meet director's responsibilities include:

- **Take-down:** Overseeing the facility and team staff and volunteers to take down all meet equipment and store all supplies and equipment.
- **USA Swimming Report of Occurrence:** All accidents or injuries which occur at USA Swimming activities, including sanctioned or approved meets, require this form to be submitted. The link to the online form is in Resources.
- **Results:** Results must be submitted to the OSI webmaster and office within 72 hours of the completion of the meet. Meet hosts should also send a results file to the coaches of participating teams, especially if the files are not sent to OSI right away. See Resources page for more information on submission of results.
- **Financial report:** The meet financial report must be submitted to the OSI office within 30 days of the completion of the meet. See Resources page for more information.
- **Notes for next meet:** Compile any notes taken during preparation for or during the meet and save for future meets.

CHAMPIONSHIP MEETS

- Oregon Swimming hosts 5 championship meets each year:
 - 10&U Short Course Championships & 11-14 Short Course Championships – February
 - Short Course Senior Championships – March
 - 10&U Long Course Championships & 11&O Long Course Championships – July
- **Bids:**
 - Bids for championship meet hosting are due to Oregon Swimming in the spring of the previous season.
 - Each OSI member club receives one vote for each championship meet.
 - If a club has hosted a particular championship for the 2 years previous to the bid year and there are any other bids for that championship meet, the club who has hosted for the previous 2 years is not eligible to host for the bid year
- See Resources page for championship meet director schedule and responsibilities

RESOURCES

•Contacts:

- Debbie Laderoute, OSI Executive Director – debbie@oregonswimming.org
 - Sanctions, exception reports, meet financial reports
- Judy Chen, OSI Office Assistant and Webmaster – office@oregonswimming.org or webmaster@oregonswimming.org
 - Exception reports, meet results
- Judi Creech – OSI Officials Chair – jjjccreech@comcast.net
- Britta Wyatt – OSI Scheduling Chair – britta@teameugene.org
- Sheila Lovell-Otterstrom – OSI Technical Planning Chair – swimflygo@gmail.com
- Rhonda Soule' – OSI Treasurer, meet director support and training, AO trainer - rhondasoule@gmail.com

RESOURCES

Submitting info to OSI:

Meet calendar: Meet applications and instructions will be available on the OSI website and will be due in the spring for the following season (September-August.) Applications are submitted to britta@teameugene.org.

Championship meet bids: Meet applications and instructions will be available on the OSI website and will be due in the spring for the following championships season in the following calendar year (February-March and July.) Applications are submitted to britta@teameugene.org.

Meet sanctions: Meet information document and sanction request with meet referee approval due to debbie@oregonswimming.org at least 45 days prior to first day of meet (7 days for intersquad or dual meets.) Sanction fees will be charged to club's Team Unify account.

Meet backup file: Due to office@oregonswimming.org at least 7 days prior to first day of meet for verification of athlete USA Swimming registrations.

RESOURCES

Submitting info to OSI continued:

Meet results:

- Meet Manager results file due to coaches of participating teams immediately following meet conclusion
- Meet Manager results file due to webmaster@oregonswimming.org within 72 hours of meet conclusion
- Meet Manager backup file due to office@oregonswimming.org within 72 hours of meet conclusion

Meet financial report: Due to debbie@oregonswimming.org within 30 days of meet conclusion. Report is available at oregonswimming.org – [Clubs](#) – [Meet Directors](#). Surcharges and splash fees will be charged to club's Team Unify account.

RESOURCES

- USA Swimming membership – usaswimming.org – [Login/Register](https://usaswimming.org)
 - Per USA Swimming Rulebook Article 202.5.5, all meet directors of USA Swimming sanctioned meets must be current non-athlete members of USA Swimming. In addition to the above registration, Athlete Protection Training and background check must be completed in order for the membership to be valid.
- 2022 USA Swimming Rulebook – usaswimming.org - [Officials - Rules & Regulations - 2022 Rulebook pdf](https://usaswimming.org)
- OSI Meet Director Page - oregonswimming.org – [Clubs – Meet Directors](https://oregonswimming.org)
- Oregon Swimming Policies & Procedures - oregonswimming.org – [Governance – Bylaws, Standing Rules, & Procedures – Policies & Procedures](https://oregonswimming.org)
 - Article I – Swim Calendar
 - Article II – Sanctions
 - Article III – Time Standards
 - Article IV – Conducting a Meet

RESOURCES

- Meet Manager training – [oregonswimming.org – Officials – Training - How to set up a meet in meet manager](https://oregonswimming.org/Officials/Training/How-to-set-up-a-meet-in-meet-manager)
- Clerk of Course training - [usaswimming.org – Officials – Online Testing – Clerk of Course Certification](https://usaswimming.org/Officials/Online-Testing/Clerk-of-Course-Certification)
- USA Swimming Report of Occurrence: <https://fs22.formsite.com/usaswimming/form18/index.html>
- DQ slips – purchase from www.swimoutlet.com usa-swimming-disqualification-report-slips-8126335
- [Championship meet host/director checklist \(work in progress\)](#)
- [Team Unify Service Hours/Volunteer Setup & Management](#)
- [Sanctioned vs Approved vs Observed Meets](#)
- [OSI 2022-23 meet director contact list](#)

RESOURCES

- Future resources planned:

- Updated OSI Policies and Procedures
- Meet information template
- Meet director email list / group
- Clinics:
 - Meet Manager setup / entries / results
 - Team Unify / volunteer coordination
 - Meet 360

Thank you for attending the clinic! Please feel free to contact me with questions or if you need assistance with your meets. – Rhonda Soule'