

2012 WINTER SUBURBAN SWIM LEAGUE CHAMPIONSHIP DUTIES & RULES

B MEET KEEFE TECH FRAMINGHAM **March 3rd & 10th** PM
2:00 Warm up begins
2:20 Scratches due
2:30 *Workers meeting
3:00 Meet begins

A MEET KEEFE TECH FRAMINGHAM **MARCH 11th**
PLEASE NOTE THIS IS DAYLIGHT SAVINGS 6:30 Warm up begins
7:00 Scratches due
7:30 *Workers meeting
8:00 Meet begins

*** EVERY TEAM MUST SEND THEIR WORKERS TO A MEETING AT THE POOL OFFICE**

MEET ENTRIES

“B” ENTRIES ARE DUE SATURDAY, FEB. 25TH, NO LATER THAN 3:00PM TO ANN BOUDROT AT waterlog163@verizon.net. YOU MUST SEND YOUR ENTRIES IN MEET MANAGER IN A ZIP FILE. YOU MUST NAME THE “B” CHAMPIONSHIPS BCHAMPIONSHIP3 OR BCHAMPIONSHIPS10 WHICH EVER MEET YOU ARE IN. SET UP YOUR MEET USING BOYS AND GIRLS AND THE MEET NAME IS WSSL B CHAMPIONSHIPS 3 IF YOU ARE ON THE 3RD AND WSSL B CHAMPIONSHIPS 10 IF YOU ARE ON THE 10TH. “A” CHAMPIONSHIP ENTRIES ARE DUE ON SATURDAY, MARCH 3RD. **THERE WILL BE A \$200 FEE FOR ALL LATE ENTRIES.**

DUE WITH ENTRIES:

1. **TEAM MEET ROSTER** - List of team members and meets they participated in during the season.
2. **SEASON RECORD** – **This should include results from your division of the league only.**
3. **PARENT SUPERVISOR LIST** – One supervisor for every **ten children** you bring to the meet.
4. **LIST OF WORKERS FOR ALL MEETS**

MEET PREPERATION

1. **SEEDING:** will be done by Ann Boudrot
2. **PROGRAMS:** will be prepared by and printed by ANN BOUDROT.
3. **T-SHIRTS:** will be designed and purchased by ANN BOUDROT.
4. **AWARDS:** will be purchased by JUJU MUCCIACCIO.
5. **LIFEGUARDS:** will be arranged by ARNIE COHEN.
6. **POLICE DETAIL:** will be arranged by ANN BOUDROT.

7. **OFFICIALS:** are being arranged by MARY POHLMAN Head official must be designated prior to meet day. Officials will be instructed to judge all age groups and levels by the same USS Swimming and WSSL standards.
8. **FOOD:** will be sold at all meets by the Keefe Tech Boosters.
9. **ELECTRONIC TIMING** Will be supplied by ANN BOUDROT/NEWTON
10. **BULL HORN** will be provided by DEDHAM, MILFORD, WELLESLEY, WESTBORO
11. **FIRST AID KITS** for all meets will be provided by Natick and Westwood
12. **PA SYSTEM** NATICK AND FRAMINGHAM

WARM UP SCHEDULE: Teams may only swim at their designated warm up time. Teams must be supervised. No diving will be allowed for the first five minutes of warm up for each team. Cones for the blocks will be supplied. The first team listed will be in lanes 1,2,3 and the second team will be in lanes 4,5,6. Coaches are responsible for getting their teams in the water on time. Warm up will not start until monitors are in place.

A MEET	“B” 3/3 MEET	“B” 3/10 MEET
6:30-6:40 AB, Framingham	2:00-2:10 Newton,	2:00-2:10 Westboro
6:42-6:52 Westboro,Sudbury	2:12-2:22 Dedham,Natick	2:12-2:22 Wellesley,Norwood
6:54-7:04 Norwood, Brookline	2:24-2:34 Belmont,Milford	2:24-2:34 Westwood, AB
7:06-7:16 Westwood, Milford	2:36-2:46 Brookline,Weston	2:36-2:46 Framingham,Sudbury
7:18-7:28 Wellesley, Weston		
7:30-7:40 Newton, Natick		
7:42-7:52 Belmont,Dedham		

MEET DUTIES

1. **BULLPEN:** 4 people each meet. The bullpen will be located in the locker room.

A MEET	"B" 3/3 MEET	“B” 3/10 MEET
Natick	Natick	Westwood
3. **PLACERS:** 2 people each meet. Move swimmers from the bench to the blocks.

A MEET	“B” 3/3 MEET	“B” 3/10 MEET
Newton, AB	Dedham, Brookline	Framingham, Westboro
4. **Warm-up Monitors:**

“A” MEET	“B”3/3 MEET	“B” 3/10 MEET
Norwood	Brookline	Westwood
Westwood	Milford	Wellesley
Dedham	Dedham	Sudbury
Belmont*	Weston*	Norwood*

MONITORS must report to Ann Boudrot 10 minutes before the beginning of warm ups. Warm ups will not begin until monitors are in place. One monitor will be located in each corner of the pool during the entire warm up period. Monitors are responsible for watching the pool and swimmers during warm up to keep order and make sure no diving occurs except from the blocks during the time allowed. One monitor will have the job of head monitor (indicated by *). The head monitor will indicate time change to the teams by blowing a whistle, and will be in charge of moving the cones on the blocks.

2. **RUNNERS:** 1 person each meet.

A MEET	“B” 3/3 MEET	“B” PM MEET
Wellesley	Milford	AB

3. **RIBBON WRITERS:** 2 people each meet.

“A” MEET	“B” 3/3 MEET	“B” 3/10 MEET
Wellesley	Dedham	Norwood
Sudbury	Newton	Wellesley

4. **STAIR MONITORS:** 1 person each meet.

“A” MEET	“B” 3/3 MEET	“B” 3/10 MEET
Westboro	Brookline	Framingham

5. **POSTER OF RESULTS:** 1 person each meet.

“A” MEET	“B” 3/3 MEET	“B” 3/10 MEET
JuJu Mucciaccio	JuJu Mucciaccio	JuJu Mucciaccio

6. **COPIER:**

“A” MEET	“B” 3/3 MEET	“B” 3/10 MEET
Ann Boudrot	Ann Boudrot	Ann Boudrot

7. **SELL T-SHIRTS & PROGRAMS:** 3 people each meet. Each team is responsible for staying until all T-shirts and programs are sold or Ann Boudrot says we are done selling!!!!

“A” MEET	“B” 3/3 MEET	“B” 3/10 MEET
AB	Belmont	Sudbury

8. **TIMERS:** 3 people each team.

Lane	“A” MEET	“B” 3/3 MEET	“B” 3/10 MEET
1	Framingham	Weston	Westwood
2	Dedham	Milford	Sudbury
3	Wellesley	Natick	AB
4	Sudbury	Newton	Westboro
5	Milford	Brookline	Wellesley
6	Norwood	Dedham	Framingham
7*	Brookline	Belmont	Norwood

TIMERS should report to the scheduled worker meeting. Each team listed must supply 3 TIMERS and a **WATCH** for each timer. Timers and their equipment will be needed and should plan to man their lanes ALL DAY. There will not be two timers from the same team in a lane. The number 7* indicates the team that is responsible for extra watches to be used at the start of each race in case there is a malfunctioning watch.

RULES:

1. ANYONE DEMONSTRATING IMPROPER CONDUCT OR VANDALIZING WILL BE DISQUALIFIED FROM THE MEET AND POINTS FROM ANY PREVIOUSLY SWUM EVENTS WILL BE DELETED FROM THE MEET SCORE.

2. **RULES AT KEEFE TECH.** INFRACTIONS MEANS ELIMINATION FROM COMPETITION.
 - NO SWIMMERS OR SPECTATORS ARE ALLOWED TO WANDER THROUGHOUT THE BUILDING
 - NO FOOD IN VIEWING STANDS OR THE POOL AREA
 - NO GLASS IN THE BUILDING
 - NO RUNNING IN THE BUILDING
 - NO HANGING AROUND IN THE LOCKER ROOMS
 - NO RADIOS WITHOUT HEADPHONES

3. **COACHES PLEASE TAKE NOTE:**
 - SCRATCHES DUE BY 2:30AM AT THE "B" MEETS AND 7:00AM AT THE "A" MEET.
 - NO ONE, EXCEPT THE SWIMMER, IS ALLOWED TO GET TIMES FROM THE TIMERS DURING THE COURSE OF THE MEET.
 - **ONLY 3 COACHES PER TEAMS ARE ALLOWED ON DECK AT THE "A" MEET**
 - NO FOOD ALLOWED ON DECK
 - PLEASE ENTER YOUR RELAYS AT THE START OF THE MEET & YOU MAY MAKE CHANGES WHEN NEEDED.
 - PLEASE INFORM YOUR PARENTS THAT NO SPECTATORS ARE ALLOWED ON DECK. **NO FOOD IN THE BLEACHERS.**
 - THE LOCKER ROOMS AT KEEFE TECH ARE VERY SMALL. WE ARE REQUESTING THAT ALL SWIMMERS WEAR THEIR SWIMSUITS TO THE MEET.

4. TAKE DOWN AND CLEAN UP:

- EACH TEAM IS REQUIRED TO BRING 3 TRASH BAGS. TEAMS ARE RESPONSIBLE FOR AND SHOULD MAKE SURE THEIR AREA IS CLEAN AT THE END OF THE MEET.
- TRASH BAGS WILL BE PASSED IN THE STANDS BEFORE THE START OF THE RELAYS.
- SOMEONE FROM EACH TEAM MUST REMAIN IN THE BUILDING UNTIL IT IS DECLARED CLEAN.
- AWARDS WILL NOT BE HANDED OUT UNTIL CLEAN UP IS COMPLETED.

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• **AWARDS:**

- THE FOLLOWING AWARDS WILL BE GIVEN THIS SEASON.
 - LEAGUE DIVISION WINNER 2
 - A CHAMPIONSHIP WINNER 1
 - A CHAMPIONSHIP RUNNER UP 1
 - B CHAMPIONSHIP WINNER 1 AM & PM
 - B CHAMPIONSHIP RUNNER UP 1 AM & PM
 - A & B AGE GROUP TROPHIES 2 trophy for each age group each meet.
- (GIRLS AND BOYS)
MEDALS 1-8 PLACE
RIBBONS 9-16 PLACE