

How to Run a Dive Meet

Before the Meet:

Team Reps need to assemble a **roster** with the names, dates of birth, and NVSL ages (age as of June 1) of every diver on the team. The team roster should be kept in your dive box.

The team rep of the home team should contact the visiting team rep to establish warm up times, to insure that each team has the proper amount of meet officials, and to determine if a snack bar will be available.

Officials: Both teams need to provide officials (be sure that the referee is certified (a mandatory requirement) and it is recommended that the judges have been through a judging clinic).).

Host Team: 2 judges, 1 referee (may also be a judge or announcer), announcer
table workers: 1 meet secretary (may also serve as ribbon writer/record keeper),
1 scorekeeper, 1 calculator

Visiting Team: 3 judges, 2 table workers

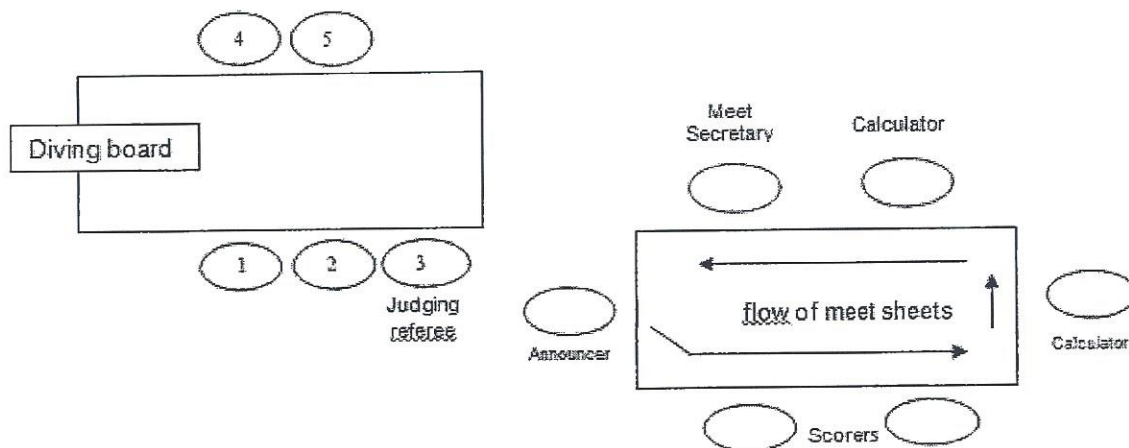
The team rep of the home team should count the first, second, and third place ribbons to insure that there are 8 of each. If not, contact Mary Bowersox. Please make sure that the current year is on the bottom of the ribbon. If the date is absent, you are looking at B – meet ribbons. You may also want to print ribbon labels prior to the meet to speed up the awards process.

On the Day of the Meet:

Home Team Rep:

-- Make sure table (with supplies) and judges' area are set up properly.

Set-up for Judges and Table at Diving Well



-- If there is to be a "temporary food stand," have permit posted
(All food stand guidelines must be followed; see food stand guidelines for specifics.)

-- Have designated areas for visiting and home team divers and coaches.

Meet Secretary (home team), Assistant Secretary (visiting team) and table workers:

- As early as possible, but no later than 30 minutes before the start of the competition, meet sheets need to be turned in and checked for accuracy.

Meet sheets should be checked to ensure the following:

1. The age group and sex of diver have been circled
 2. The dives being executed are the proper dives for the age group
 3. The dives are in the proper order (not having the inward dive as the 3rd dive for seniors is a common mistake.
 4. The optional dives are from different groups
 5. Each dive number and description agree and degree of difficulty corresponds to the dive in the NVSL handbook table/current FINA table.
 6. Meet sheet is signed by diver
- The diver or coach should be called to correct any error on the dive sheet. Should an error not be detected at the table before the meet starts, the diver is ultimately responsible for the accuracy of the dive sheet and bears the consequence for the error.
- Table workers assign the order of diving during warm-ups. The home team dives in odd number positions (1, 3, etc.) and the visiting team dives in even number positions (2, 4, etc.)
 - For each event, the sheets should be arranged in diver order.
Events can be combined if there are only a few divers in an age group. This should be discussed with the team reps prior to the start of the meet and requires the referee's approval. However, preserve the order of the events, with all the girls diving before all the boys, but renumber the boys' dive sheets so that the numbers run consecutively all the way through the combined event.
 - Fill out "NVSL Diving Meet Participants" sheet. The names of all the divers and their events should be recorded in the correct column for their teams. Late entries up to the deadline for meet sheet turn in are added to the bottom of the list.

Home Team: Wilson Way			Visiting Team: Rapid Run		
Diver	Event	Score	Diver	Event	Score
1 Katie Carter	FG		Melanie Neil	FG	
Kerry Carter	FG		Rob Peters	FB	
2 Beth Woods	FG		Erin Malone	JG	
3 Bart Jake	FB		TJ Ash	JG	
Carol Jones	JG		Bill Woods	JB	
4 Bob Parker	JB		Kerry Kemp	IG	
etc.			etc.		

Scores to be filled in at the conclusion of each event.

NOTE: This form must be mailed to the Division Coordinator(s) promptly at the end of the meet.

- To improve efficiency, the correct number of ribbons for each event should be filled out with all information except the diver and score (i.e. OH vs. RH, 6/25/02, Freshman Girls) before the meet begins or print out award labels for each diver before the meet.

Referee and Judges:

- The referee confers with the judges prior to the start of the meet to give pre-meet instructions.
- Refer to the judges' and referee's handouts as necessary.

Running the meet

Announcer:

- Set the atmosphere and control the tempo of the meet. Be confident, yet gentle. This can make all the difference in making young divers feel comfortable at a diving competition while moving the events along without undue delay.
- When the referee has finished conferring with judges, ask table workers and judges to take their seats.
- Welcome the visiting team.
- Ask that all cell phones and beepers be turned off during the meet. Stress that it is for the safety of the divers.
- Read the order of divers. At this point, use first and last names, as well as pool affiliation ("Diving first from Arlington Forest, Sarah Jones; second from Mantua, Jenny Smith, etc."). After this, use only first names unless last names are needed to distinguish between divers with the same first name.

-- Announce the diver and dive ("Sarah, 101 front dive tuck, 1.2, Jenny on deck").

-- After the dive, ask for scores ("Scores, please").

-- Read the scores in the same order each time ("5, 5, 5 $\frac{1}{2}$ across")

Tips: -- read all scores with the same enthusiasm

-- use "bingo" if all the scores are the same ("5 and $\frac{1}{2}$ bingo")

-- use "across" ("4, 4 $\frac{1}{2}$, 5 across"; this indicates the remaining scores are all 5's)

-- check with the table workers frequently to make sure they are ready for the next diver.

-- After reading the scores, immediately announce the next diver, and the on deck diver.

-- If there is an error at the table, ask the on deck diver to "hold up."

-- If there is a discrepancy (for example, 301 inward dive), you should ask the referee to ask the diver which dive he or she is doing and correct the sheet at the referee's direction.

-- If a diver changes position/dive, consult referee on the degree of difficulty assignment and/or description of the new dive. (note: this is the referee's decision) Announce the new dive.

-- If the referee calls a failed dive, the judges will be signaled. Announce "incorrect dive," "thank you, diver" or nothing and move along quickly.

-- If the referee declares a balk, say "a balk has been declared," then read the judges scores, deducting 2 points from each (an award of 5 would be read as a "3").

-- You may be asked to make announcements to the divers/spectators not to stand or walk behind the boards or to quiet the crowd, or to bring attention to the availability of refreshments.

- At the conclusion of an event, announce: "That concludes the freshman boys; junior girls may take a bounce." At the referee's request, clear the boards to start the next event.
- The announcer reads the results of an event in reverse order. The announcer may or may not announce the total score at the end of the event. The team score is often announced halfway through the meet and at the end. Be sure to thank the visiting team at the conclusion of the meet.

Scorekeepers:

- Write down the scores as they are announced (resist the urge to get scores by looking at the score cards).
- Cross off the high and low and add the remaining three. Fill in the total column.
- Scorekeeper next to the announcer writes the scores on the dive sheet; the other scorekeeper uses scratch paper to duplicate the announced scores.
- The two scorekeepers compare and resolve any discrepancies before passing the diver's sheet to the calculator.
- Either scorekeeper may stop the announcer if one of them gets lost or misses a score or there is a disagreement about a score. Ask the announcer to repeat the judges' awards if necessary. Try to have this done before the next dive is announced.

Calculators:

- Multiply the total score by the degree of difficulty (using the cardboard calculators or standard calculators).
- Add the award from the previous dive to keep a running total award.
- The first calculator records awards on the diver's sheet; the second calculator checks work and makes sure meet sheets stay in order.
- At the end of the final round, the second calculator sorts the sheets according to finish and writes the final place on each diver's sheet. (Note: if the meet secretary is serving as ribbon writer/record keeper, sheets may be passed to him/her after the second calculator finishes the final check.)

After the Meet:

Home team reps must keep in mind that they are responsible for electronically reporting and filing the meet results. The instructions are found in one folder on the website under **"8 – NVSL Dive Results and Reporting Information"**.

Additionally, the home team reps are responsible for emailing an image of the white copies of the meet results (2 pages) to the Division Coordinator preferably the night of the meet, but no later than the following day.

Finally, mail the originals (white sheet copies) of the meet results (2 pages) to the Division Coordinator as soon as possible after the meet. The white sheets are the official copies of the meet results and provide the means for the Division Coordinator to resolve problems and questions about the conduct of the meet. The white sheets also provide information to NVSL Diving for seeding purposes.

At the End of the Season:

Download a copy of the survey form from the website towards the end of the season. Complete the form accurately and email to Jim Sweeder (jsweeder@verizon.net). This filled-in survey is very important because the responses to the questions determine the amount of next season's insurance bill for your pool.