

How to Run a Dive Meet

Before the meet:

Preferably by the preceding Thursday, the home team rep should contact the visiting team rep to:

- Exchange contact information;
- Agree on arrival and warm-up times for the visiting divers;
- Ensure that each team has the proper number of meet officials or will have them by the day of the meet. Teams may borrow officials from one another or from other teams, or they may bring in officials who are unattached, but the league does not supply officials. Referees must be certified. A list of certified referees is available here: https://dive.mynvsl.com/file/36458/2024_Certified_Referee_List_6_9_2024_pdf
- All officials but announcers and meet secretaries must be at least 19.
- Notify visitors of any rush hour traffic or parking issues;
- Inform visitors if the pool will be open to quiet swim or will be closed for the dive meet; (Pools are not required to close completely; see *Handbook*, Rule 1e.)
- Inform visitors if food will be available for purchase and, if so, whether it will be meals or simply snacks)
- Make an emergency plan for bad weather.

Officials: Each team is responsible for supplying the officials recommended in the *Handbook* (Rule 8b). Known vacancies should be filled in advance by mutual consent of the two team reps. A meet without a certified referee must be rescheduled.

- **Host Team:** Two judges, one referee (referees also usually serve as judges but are not required to judge), one announcer, two table workers: one scorekeeper, one calculator, and one meet secretary to record the meet results and write awards.
- **Visiting Team:** Three judges, two table workers: one scorekeeper, one calculator, and one assistant meet secretary

It is considered hospitable to provide water and shade for officials while they are working.

Day of the Meet

Home Team Rep:

- Designate areas for visiting and home team divers and coaches to use when not competing.
- Designate areas near the boards where competitors in an event can wait their turn (these are usually benches).
- Make sure scoring table is set up properly with all necessary supplies and equipment (sound system with microphone and speakers, blank dive sheets, scratch paper, pencils and pens, judges' scorecards, and DD slide rules or calculators, NVSL Meet Participants form and Meet Results form).

- Arrange judges' chairs on one or both sides of the diving area so that their point of view is perpendicular to the flight of the dives and as close to uniform as possible. Position the referee among the judges to maintain the same visual perspective. The referee should also be positioned so as to have a direct line of sight with the announcer.

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

Collect dive sheets from both teams so they can be checked for accuracy, completeness, and compliance with the rules. This should happen as early as possible, but no later than 30 minutes before the start of the competition, because the referee will also need to check the sheets. This is a courtesy provided by officials; the responsibility for sheet accuracy ultimately rests with the diver. Divers should check and sign their own sheets. An unsigned sheet does not disqualify a diver but the dive list on the sheet is frozen as soon as the meet starts, and the only changes that can be made are "on the board" changes that are permitted by the rules.

Meet sheets should be checked to ensure the following:

1. The age group and gender of the diver have been clearly and properly indicated. (In dual meets, divers may dive up one age group but they cannot change their age group once the dive sheet has been turned in.)
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 all from different groups.
5. The dive number, dive description, and position for each dive agree with one another and with the degree of difficulty for that dive as published in the *Handbook* or on the website:
https://dive.mynvsl.com/file/30238/2018_NVSL_DD_Tables_pdf.
https://dive.mynvsl.com/file/36362/2024_World_Aquatics_DD_Table_pdf
6. The meet sheet has been signed by the diver.
 The diver (and the coach, as needed) 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-numbered positions (1, 3, etc.) and the visiting team dives in even-numbered positions (2, 4, etc.). For each event (freshman girls, freshman boys, junior girls, junior boys, intermediate girls, intermediate boys, senior girls, senior boys) the sheets should be arranged in dive order before being given to the announcer. Team reps, coaches, and divers can all request that a diver be placed at a certain point in the order; only in championship meets must the order be randomized.

If there are only a few divers in an event (generally fewer than five), one or more events can be combined. It is hard for table workers to keep score quickly enough with four or fewer divers and, if they rush, mistakes can be made.) Events can be combined across genders within an age group (e.g. Junior Girls and Boys). The order of the events should be preserved with the girls diving first but the boys' sheets should be renumbered so that the numbers run consecutively through the combined event. Events can also be combined across age groups. When this is done, it is advisable

to begin with the older age group, as they have one more dive (e.g. Senior Girls and Boys and Intermediate Girls). The Senior divers will have one more round but, if they go first, they will have one round at the beginning and one at the end of the event rather than two consecutive rounds back-to-back at the end. Efficiency is especially important if it is beginning to get dark; you want to get the entire event in. Events can be combined only with the consent of both team reps and the approval of the referee; this decision should be made before the meet starts, if possible.

During the competition, the meet secretary and assistant meet secretary fill out the NVSL Diving Meet Participants form and the Meet Results form. 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 dive sheet turn-in may be 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	
	Bart Jake	FB		TJ Ash	JG	
3	Carol Jones	JG		Bill Woods	JB	
	Bob Parker	JB		Kerry Kemp	IG	
4	etc.			etc.		

These forms will be used to enter the meet results into the electronic scoring system. The meet secretaries also serve as ribbon writers. Labels for the ribbons can be preprinted: https://dive.mynvsl.com/documents?folder_id=26940 and all the information can be filled in before the meet except for the diver's name, place, and score.

Referee and Judges:

Referees and Judges should report to the host pool no later than thirty minutes before the meet start time. Alternates should be available in case of delays. Judges may be substituted but only at the end of rounds and preferably only at the end of events.

The referee checks the dive sheets for accuracy, completeness, and compliance with the rules. The referee gives pre-meet instructions to the judges.

Running the meet

Announcer:

Announcers set the atmosphere and control the tempo of the meet. An announcer who speaks with confidence and warmth can make all the difference in helping young divers feel comfortable at a diving competition while moving the events along without undue delay.

After the referee's pre-meet briefing with the judges, the announcer first closes the boards to freshman girls only, then clears them entirely to welcome the visiting team and introduce the national anthem if it is being performed.

The announcer then calls the officials to their seats, asks that all cell phones be silenced for the safety of the divers, reminds spectators that no flash photography is allowed, reads the dive order from the dive sheets, then calls the first diver to the board and announces the on-deck diver to begin the first event.

During the event, the announcer communicates with the referee to read the judges' scores (always in the same order), announce balks and failed (incorrect) dives, reannounce scores or dives as needed, and work with the referee to make corrections to dive sheets and legal changes of position or dive changes. Announcers may be asked to quiet the crowd, remind spectators and divers not to walk behind the diving boards, or bring attention to concessions.

At the conclusion of an event, the announcer should say: "That concludes the freshman boys event; junior girls may now warm up/take a bounce." At the referee's request, announcers clear the boards to start the next event. Between events, if there is time, the announcer may read the results of an event--in reverse order of finish, or may announce the current score of the meet. At the conclusion of the meet, the announcer should read the final score and thank the visiting team for coming.

Table Workers and Meet Secretaries

Two scorekeepers write down the scores as they hear them announced **without looking up at the scorecards**. The first scorekeeper writes on the dive sheet; the second scorekeeper writes on scratch paper. Both cross out the high and low scores and add the remaining three, then check to make sure they have the same total. If not, they should first check to see if they have the same scores. If they do not, they may have to ask to have the scores reannounced, so they should alert the referee immediately to have the meet paused. If it is too late to reannounce scores, the diver should be given the higher score. If the error is elsewhere, the meet can continue, but the announcer should ask judges to hold their scores while scorekeepers locate the error and recompute. Once they pass the sheet to the first calculator, the meet can resume.

Either scorekeeper may stop the announcer if one of them gets lost or misses a score or there is a disagreement about a score. They can ask the announcer to repeat the judges' awards if necessary. If possible, this should be done before the next dive is announced or, failing that, before the next diver goes. Once a dive has been performed, if the table is not caught up, the announcer should tell the judges: "Hold your scores" and wait. When the table is ready to write, the announcer can say "Scores please" and the meet can resume.

Calculators

Calculators multiply the total score by the degree of difficulty to compute the award for the dive, then reconcile, and the first calculator writes the award for the dive on the dive sheet. Together, they compute the running total and either may write it on the dive sheet. The second calculator then turns the sheet over to preserve the dive order and sets it aside. When the pile of completed sheets has accumulated to four or five, the second calculator sends them back to the announcer, preserving the order.

At the end of the final round, the second calculator saves the completed sheets rather than returning them to the announcer. Calculators sort the sheets according to finish and write the final place on each diver's sheet, then pass the sheets to the meet secretaries so the awards can be recorded on the Meet Participants form and the Meet Results form and on the ribbons, medals, or plaques.

After the meet results have been recorded and the awards written, the sheets can be sorted into reverse order of finish so the announcer can read the results at the next opportunity. It is customary for the meet secretaries to compile all dive sheets and ribbons throughout the events and return them to the team reps at the end of the meet to be distributed to the divers at some later date once the meet results have been approved.

NVSL Diving Score Sheet												
Freshman Junior Intermediate Senior		Name: <u>Molly Mann</u> Meet: <u>WW v. RR</u>		Affiliation: <u>Rapid Run</u> Date: <u>6/25/00</u>		Order: <u>4</u> Meters: <u>1</u>		Boy Girl				
NO	Dive Name	POS	DD	1	2	3	4	5	6	7	Total	Award
101	Forward Dive	T	1.2	4'	5'	4'	4'	5			14	16.8
201	Back Dive	T	1.5	4'	4'	4'	4	4			12'	18.75 35.55
401	Inward Dive	T	1.4	4'	4'	4'	4'	4'			13'	18.90 54.45
											Total Award: <u>54.45</u>	
Diver's Signature: (signed by diver) _____											Final Place: <u>2</u>	

Calculators use slide rule to determine total award for a dive

Calculators keep running total

Scorers fill in and add the total

Meet Secretaries:

Meet secretaries record the official results of the meet. After each event, the score of each diver should be recorded on the Meet Participants form, and the scores and teams of the three place finishers should be recorded on the Meet Results sheet. Event results can then be computed and points assigned. Once both meet secretaries confirm the totals, results can be written on labels to be placed on ribbons or medals. Home team representatives may want to print ribbon labels prior to the meet to speed up the awards process. The labels can be blank or can be printed with all the information except the diver's name and the score.

(https://dive.mynvsl.com/documents?folder_id=26940).

NVSL Diving Meet Results

Home: Wilson Way
 Score: 39
 Judges: JJ Jenkins
 Bill Blass
 Jill Glass
 Doug Stikes
 Ann Bryant

Division: 3
 Start Time: 6:00 p.m.
 End Time: _____

Visitors: Rapid Run
 Score: 33
 Date: 6/25/02

Meet Secretary: Mary Porter
 Referee: JJ Jenkins

Team	Freshman Girls	Score	Place	PTS
RR	Katie Carter	61.2	1	5
WW	Molly Mann	54.45	2	3
RR	Kerry Carter	49.15	3	1
Totals			H 3	V 6

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Team	Freshman Boys	Score	Place	PTS
	Fill in as each event ends			
Totals				

Fill in for all age groups and keep the total score; make sure both secretaries sign at the bottom.

After the Meet:

Once the two team reps agree that the results on the NVSL forms are correct, each team rep should either take legible pictures of the both the Meet Participant form and the Meet Results form or scan them into .pdfs and send the images to nvsl Dive1@gmail.com for Division I or nvsl Dive2@gmail.com for Division II and so forth. Before noon on Wednesday, the home team rep enters the information from the Meet Participants and Meet Results form into the electronic scoring system and approves it. If the electronic documents match the paper documents, the visiting team rep then approves the results. If there are discrepancies or errors or concerns, the division coordinator will contact the team reps to resolve those before approving the results, which then go to the Division Coordinator Administrator to be finalized. Once this has been done, the paper sheets can be discarded, as **the electronic results constitute the official results of the meet.**