

# Running a Divisional Meet

## Guidelines for Division Coordinators

**Make sure the host pool knows its own responsibilities.** You will need to know what those responsibilities are so you can thoroughly brief the host pool and provide backup or emergency coverage if something falls through the cracks.

### Host Pool Responsibilities

#### Before the meet:

1. Make sure the membership is aware that the pool will be closed to members on Sun 7/21 until the afternoon. The end time will be calculated by the divisionals software based on the number of entries, so you can announce it to your membership by Saturday. It is common practice to arrange with other neighboring pools for your members to use their pools on this day while yours is closed; most neighbors are kind and accommodating.
2. Schedule visiting team practices
  - Alert pool management company that guest teams will be using the diving well and that it will need to be closed to members during those times.
  - Make sure that the boards are *properly* cleaned before any visiting team practice.
  - Provide supervision/ensure that visiting divers have a coach on deck before getting on the boards. If divers arrive before their coach, they need to wait.
  - Send email to teams giving them the practice schedule and information for signing up for slots.
3. Make sure boards are in competition condition; a safety inspection is advisable for wear and tear and to ensure sufficient grit for safety.

Check your boards during the week of visiting practices to make sure they are clean and secure... sometimes the bolts get loose over the course of the season due to regular use. Mold & mildew grow naturally, so make sure your pool manager is aware of hosing off the boards with fresh water at the end of each day. We must ensure that slippery-slimy unclean conditions do not creep up on otherwise good boards. If you see “black stuff” on the boards at any time, the pool staff should use safe methods to clean them. Duraflex has maintenance instructions here that you may forward to your pool manager:

<https://duraflexinternational.com/maintenance>

4. Make sure all sound systems are working; obtain extra power strips and extensions cords if needed and have extras on hand. Check at the site visit, early in the week, and the night before the meet. Have a spare on call.
5. Send email to all visiting teams containing directions or GPS address; parking information; information about concessions; advice to bring awnings and tents as well as extra water and their own seating for team areas—blankets, beach chairs, etc.

Here is a generic sample:

Welcome, Division 8 pools, to Springfield Swim & Racquet. We are at the intersection of Highland and Amelia Streets in Springfield, near the entrance to Lake Accotink Park. From either Backlick Road or Old Keene Mill Road, take Highland Avenue to Amelia and you will see the pool's parking lot and tennis courts along Highland. There is ample on-site parking as well as on-street parking in our neighborhood. The address (for your GPS) is 7400 Highland Street.

Your teams are welcome to come and practice at our pools during the week of July 17 to familiarize themselves with our boards. You may schedule a practice time with our team rep, Mary Marvelous, at (703) 555-1212 or you may use the Signup Genius at this link: .....The pool is open from noon to 8 p.m. You are welcome anytime, but please sign up in advance so that no two teams come at the same time. We have two Duraflex boards that are fairly new and have recently been resurfaced. You **MUST** send a coach; divers will not be allowed to use our boards unless they have an NVSL coach accompanying them.

Our pool is shaded and we will be supplying as much shade and water as we can manage on Sunday, but we hope that you will help us out by bringing a tent or awning for your team area and at least one large water jug or cooler with water for your team. We will keep the jug refilled with ice and water for you as the day progresses. Please let us know of anything that you would especially like to have available at concessions.

Questions? Call ...

6. Provide an emergency phone number that does NOT belong to someone working on deck and unlikely to answer the phone such as the host team rep or division coordinator. Assign someone whose job it will be to carry urgent messages to the division coordinator or a team rep.
7. You will be asked **repeatedly** for a wifi logon and password. Providing it in advance, if you are willing to make it available to parents on meet day, will save you a LOT of hassle.

## On the day of the meet:

### Pool and Board Setup

1. Schedule sufficient lifeguards and make sure a Certified Pool Operator who has been observed by the county is on site from the beginning of warmups and throughout the entire meet.
2. A parking & diver drop-off plan with volunteers to direct traffic is needed. On-site parking for reps and officials should be provided if possible--hence the parking attendant. Provide information about where people can park nearby other than the pool lot. If your neighborhood has parking restrictions, explain them clearly and urge teams to carpool.
3. Line up volunteers for parking (if needed), set-up, clean-up, and concessions, plus t-shirts if you wish (not required, but the divers usually like them). You can ask other teams in the league to help you; this is everyone's meet.
4. Provide all of the following (borrow if necessary):
  - A check-in table area near the entrance with one (1) table and (2) chairs where divers check & sign their sheets and make any changes as needed.
  - Three (3) long tables with tents and seven (7) chairs for one (1) announcer, two (2) score writers, two (2) DD calculators, a meet secretary/score reporter, and two or more people to help with recording scores and writing awards. This table needs to be roped off so parents and divers cannot hover.
  - Benches near the boards for competitors. The main differences from dual meets is that they can all be on one side (usually the one away from the table) and that they should be shaded because this meet is in the daytime, not in the evening. Put water there for coaches as well as competitors. Jugs with paper cups are fine.
  - A microphone for the announcer with a good clear speaker (so refs, judges, and divers may clearly hear the dives announced).
  - A second microphone with a speaker that can be placed at a distance from the event area to be used for awards presentation. Ideally, awards are given during the warmup for the next group, but sometimes they will overlap the beginning of the next group so they need to take place far enough away from the dive well so as not to disturb the divers and judges. A second portable sound system is something that another pool can lend.

- Awards table: 1 small table to hold the awards while they are being given out.
- A minimum of five (5) chairs for one (1) ref/judge and four (4) additional judges: 3 on one side, 2 on the other side... but you will need seven chairs available in case the meet manager secures seven (7) judges. These should be protected from sun and rain.
- T-shirts for sale if desired... either pre-sale or on-site, totally your choice what they look like and how you want to organize and do it...
- Six roped-off team areas with seating and tents, awnings, or umbrellas for shade; you can ask visiting teams to bring their own water and sun/rain protection
- Areas for spectators; some pools have bleachers so if you don't you may want to borrow them because they make it easier for everyone to see.

#### Table Equipment:

- Judges' scorecards (two complete sets to accommodate seven judges)
- Event folders (a different color for each of the 8 events is recommended)
- Pencils and sharpeners, pens
- Calculators/slide rules
- Paperweights
- DD tables, NVSL handbooks, and copies of the schedule, the lists of officials, and the program for the scoring table
- Tape: Duct tape for taping electrical cords to deck; clear tape for taping dive order sheets and results to walls and columns; crime scene tape as a rope alternative
- Cones and rope to discourage traffic across designated areas

#### Hospitality

- Shade: Arrange to cover all tables and judges' chairs; borrow umbrellas from other division pools if needed; these will also be invaluable in case of rain
- Water: Provide free water for officials  
Urge teams to bring water for their own athletes but also make jugs or coolers available in team and competitor areas
- Ice for injuries as well as to keep water cool, especially if you are not using plastic bottles in coolers
- Food: It is courteous to offer coffee to the first shift of volunteers and to put snacks on the various tables.

Food Concessions: Plan to provide early am coffee and snacks (e.g. doughnuts), breakfast (e.g. breakfast sandwiches), and lunch. Items like pulled pork, walking tacos, nachos, and any grill items are popular. It is typical for the host pool to offer full food concessions including breakfast items and then lunch items as well as all-day snacks such as ice cream, sno-cones, popcorn, etc. Other pools will repay your hospitality by buying food from you to feed their families all day. They will also patronize vendors such as food trucks.

Doing a shift at concessions is a perfect job for those parents that don't want to judge or work tables to volunteer. You can also ask other teams to give you volunteers to help here when their kid is not diving.

## **Division Coordinator Responsibilities**

**Make a site visit to the host pool** to establish check-in, scoring table, team, competitor, concession, vendor, and awards areas. These may need to be different from the ones they use on Tuesdays because of the size of the meet. You will need team areas that can be roped off. If the host pool doesn't enough of have these supplies, they can be borrowed from other pools in the division. It is also a good idea to station marshals discreetly at the shortcuts. These can be volunteers from other pools.

Make sure that check-in and awards areas are at a distance from the dive well and the scoring table. The spectator areas need to be bigger than for a dual meet. Here's where bleachers can come in really handy and can be borrowed. You will need to make sure there are paths to the awards area and to bathrooms that don't involve going behind the boards.

**Set and publish practice schedule and start time.** This can be estimated pretty accurately after Crackerjack and solidly once teams have sent you their lists of entrants. Thomas's program does this, using the standard multiplier of .35 seconds per dive with 15-minute warmups for all but freshmen (20 minutes) but you will need to make some insertions:

Start time: Establish the time based on number of competitors and neighborhood rules. Generally these meets start at 8 with warmups at 7 so they do not dip too deeply into public pool time. if you have open warmups, they typically start at 7am but some pools are in neighborhoods with noise ordinances or covenants so that may have to be negotiated. It is NOT necessary to have open warmups and many divisions do not. If you have just a Freshman Girls warmup, it can start at 7:15 or 7:20 giving the largest group ample time and leaving space to include oaths and national anthem at 7:50 for an 8:00 launch.

Athletes' and officials' oaths and national anthem: Before first event

Warmup times: Fifteen minutes per age group per gender is fine; they have had practice time during the week. Give the freshmen a bit more depending on the size of the group and seniors a bit more because of the number of dives. .

Sportsmanship and division championship awards: These are typically announced between juniors and intermediates when you have the largest audience.

## **Request and Receive sheets**

The league deadline is Friday with a hefty fine. Get them sooner if you can, so you can do the schedule and program. If possible, use Thomas's program to get them electronically. The second best option is to get the coaches to send you lists and input them yourself, which is still faster than chasing paper sheets, which still may need to be entered into the system and reprinted. Remind coaches that the divers can change their sheets when they check in. The sheets that are submitted electronically won't be signed anyway.

**Publish schedule** with warning that it is malleable depending on the number of competitors, weather, etc. Here's a sample that assumes awards can begin during the warmup for the next event but will continue into the event because the table workers need time up front to write the names onto the award labels and assemble plaques, ribbons, etc.

7:20-7:40	Freshman Girls warmup
7:45	Welcome/oaths/national anthem
8:00	Freshman Girls event
8:20	Freshman Boys warmup
8:30	Freshman Girls awards
8:40	Freshman Boys event
9:00	Junior Girls warmup
9:10	Freshman Boys awards
9:20	Junior Girls event
9:40	Junior Boys warm up
9:50	Junior Girls awards
10:00	Junior Boys event
10:20	Intermediate Girls warmup

Awarding of trophies to division winner and sportsmanship award winner

10:35	Junior Boys awards
10:45	Intermediate Girls event
11:10	Intermediate Boys warm up
11:20	Intermediate Girls awards
11:30	Intermediate Boys event
11:50	Senior Girls warm up
12:00	Intermediate Boys awards
12:10	Senior Girls event
12:30	Senior Boys warm up
12:40	Senior Girls awards

12:50            Senior Boys event  
1:30            Senior Boys awards, general applause, and adjournment

**It is fine to combine events by gender (but not across age groups). Juniors and Intermediates are frequently combined. Any event with fewer than six competitors is very hard on a table, because they must rush. You will finish more quickly at a slower pace by combining.**

### **Schedule Meet Personnel:**

Arrange for national anthem: vocal or instrumental. You can solicit recommendations from throughout the division. This is not really a host pool responsibility.

### Announcers, Judges, and Referees:

Call for officials (referees/judges/announcers/meet secretaries/table workers/sheet checkers/ribbon writers):

“As soon as possible, please send me the names of the judges, referees, announcers, and table workers that you can supply for the meet and indicate which events they will be available for. If judges or referees have children diving, indicate the events in which they will compete. If possible, recommend judges who can work more than one event. All judges should expect to work an entire age group unless they have a child competing in that age group. These should **only** be judges who have judged before. Parents cannot judge or referee an event in which their child is competing, so please explain to your parents that they will need to plan to work an event adjacent to their child's event. It would be optimal if we could put together seven-judge panels, as that is the fairest to the divers. Because the teams are so small, there will probably be combined events and, if we begin at 8 a.m., we should be finished by around 1 p.m. Please recommend **only your most experienced judges and referees** to work this meet. It is very important that we have consistency across the panels.”

Division coordinators disagree among themselves about five-judge versus seven-judge panels. Either is fine; do what works for you. Seven judges will slow the meet down a little, but it allows you to use less experienced judges and give them experience working at a higher level with seasoned judges on panels where they may find themselves thrown out consistently and can learn what they may have missed or overscored. But you may prefer five reliable judges for a large meet that needs to keep moving. It will depend on who you have available to you in your division on that day.

**However...**you are **absolutely not** required to spread the judges and referees across the divisions' pools. Use the best people for as much of the day as you can get them. If people recommended by their pools are not used because they have shown bias or incompetence or flagrant disregard for the rules through the season, they should be told.

Except in extraordinary cases, don't let parents judge their own kids—not usually because they tend to be too generous but because they tend to be too harsh. Absolutely do not allow them to be the referee when a relative is diving.

Don't use judges and referees about whom there have been complaints. Feel free to ask unattached refs because they won't have an affiliation to any pool. You need refs with championship experience who can do fast efficient judge instructions and make calls confidently. It is common to use only one or two referees and to ask people who are unattached or from another division to ref this meet for you so there can be no question of bias. You can also invite neutral judges without any divisional attachments at all.

Scoring table workers: You need from EACH pool:

Four (4) table workers for EACH event: 8 total for the day. Preferably, these should be people who have worked a table at a meet during the season. However, new tableworkers can work, especially as assistant meet secretaries, ribbon/award writers, and runners. Parents can work the table when their child is diving!!! If you must train people as score writers or calculators on site, print out the job descriptions from the powerpoint presentation on Running a Scoring Table and tape them to the table in front of the chair whose occupant has that job.

Get a list of volunteers from your team reps. Provide the tentative schedule, as that will help the volunteers understand the time commitment. Ask the reps to ask their volunteers to pick multiple slots when they are available. **Be sure to send the completed volunteer schedule from the program back to the reps so they can send it back out to their volunteers to get confirmation.**

Registration table workers: You need two from each pool starting whenever the pool opens for warmups and through check-in by seniors. These shifts do not have to follow the meet schedule. Overlapping shifts are good for this as the incoming person can be taught the procedure by the people already there before they leave. At the beginning of the day, you REALLY need at least two people working constantly. Make sure they talk to the diver and not the parent (Thomas's program creates lists that are alphabetized by first name because that is generally what the diver walks up and gives you.)

"What's your name?"

"Dorothy."

"Here you are. Check this to make sure these are the dives you want and then sign here." You can tell registration volunteers that they are absolutely allowed to ask divers checking in for intermediate or senior events to please come back later when it isn't so busy.

If possible, registration volunteers who are doing check-in should be trained refs or experienced table workers, e.g. people who are very grounded in the rules in case there are any changes on the sheets. (Obviously, it can't be someone who is judging or working the table at the same time.) Rule books should be provided so they can check changes for

compliance with the rules and correct dd. If there is a sheet question, ask the diver to step aside for a second (here's where a third volunteer is helpful) or set the sheet aside and ask them to come back later, and check with the coach—NOT with a parent.

### **Procedure if using software program:**

You can print paper sheets that have been filled out electronically using Thomas's software program.

For the registration table, the dive sheets should be sorted alphabetically in folders separated by age group (FG, FB, JG, etc.). Also, an alphabetical list of all divers for the age group should be placed in each folder. It is very helpful to use different colored folders for each event and for registration workers to establish one check-in line for boys and one for girls.

Divers must check-in at the registration area to:

1. Confirm their attendance
2. Change any dives on their sheets, if desired.
3. Sign their sheet

When a diver arrives at the table, the volunteer should remove their sheet and have them confirm their dives, sign it if necessary, and change any dives, if desired. Under **no** circumstances should they be allowed to leave with the sheet.

When the diver is satisfied that their sheet is correct, the sheet should be placed back in the folder in alphabetical order. The volunteer should check off the "Arrived" column to confirm that they are present. If they changed a dive, they should put a check mark in the "Changed" box, so that a meet official knows to review the sheet for accuracy and adherence to the rules. When the scoring table is ready for the sheets for a particular event, a table official will request the entire folder for the event. The registration volunteers can also send the folder over to the scoring table when everyone has checked in.

### Meet Secretaries and Assistant Meet Secretaries:

From each pool, you will need two or three meet secretaries to stick on labels and record results so you can get give awards during warm up time and into the beginning of the next event if necessary.

### Awards Announcer and Presenter:

At least two people are needed to give out awards, one to hand out the sheet and award and one to hold the next one, whoever is holding the microphone. The awards announcer reads the results from results sheet while awards and dive sheets are presented to divers.

### Announcing the Awards

Using the results reporting sheet, read the results as follows, from the bottom up, being careful to give those at the awards ceremony enough time to hand out the awards.

For places 7+ – do not read the score:

“In 8th place, from Dominion Hills, Francis Flopper”

For places 5 and 6, indicate that these are medal winners and begin including the score.

There is a darker line on the reporting sheet to help you find 6th place:

“Our first medal winner, in 6th place with a score of 56.85, from Fairfax, Patty Pike”

When you reach the second alternate (typically 4th place), indicate it as such:

“Our second All-Stars alternate, with a score of 70.00, from Great Falls, Tammy Tucker”

When you reach the first All-Star qualifier, (typically 2nd place), indicate it as such:

“Our first All-Star qualifier, with a score of 75.15, from Camelot, Samantha Splashy”

When you reach the first place award, announce them as the 2017 Division 4 Champion:

“And the 2018 <<Freshman Girls>> Division 4 champion, with a score of 79.50, from Highland Park, Roberta Ripper!”

### **Paperwork:**

Competitors: Obtain the names of the competitors in each age group from the team reps; determine their eligibility; ascertain which seniors have graduated and obtain bios for program and for announcer). Thomas’s program does all of this but the graduating seniors.

Get the list of divisionals divers from your team reps as early as you can. The dive sheets are not due until Friday night, but you will need the list of names earlier, by Wednesday, even if the sheets come in later.

- No more than 16 from each team spread over any and all age groups
- Divers must dive in their actual age group. NO diving up.
- Each diver must have competed in two regular season meets (a DQ is still considered “participation;” this is why we indicate non-participation in the spreadsheet as a “scratch.”
- No diver can have competed in Crackerjack **this year**

Schedule/Timeline: Using the start time set by the host pool and the projected number of competitors, set event warm-up times and, estimating start times, create projected timeline. Publish with a warning that it is only an estimate. (Thomas’s program does this.) Allow time in meet for reading bios at the beginning of senior events. Do not do this right before they dive; it is too distracting.

Publish sheet deadline: Sheets submitted after that deadline will be accepted but are subject to a \$20 late fee by league rule. Divers’ sheets don’t have to be signed when

turned in at the deadline. They can be signed later on meet day. Decide if you plan to accept late entries (e.g. in the event of a scratch)

Prepare and print program. This cannot be done until Saturday but Thomas's program helps you generate a draft and only a few copies need to be printed. It can be made available electronically for people to print themselves if they want a paper copy.

You will need bios for graduating seniors and the names of team reps and coaches for this **and you should start asking for this information early and keep asking.**

"We will recognize graduating seniors in the program and during the Senior events. Please send me the names of any graduating seniors, along with short bios to include their high school, their NVSL history, their college plans, and anything else they would like to add."

### Sample

*Colin began diving for Camelot Community Club Knights in 2012. He was an assistant dive coach last year and is a co-head dive coach this year. He has enjoyed teaching younger kids how to get over their fears and enjoy diving. Colin graduated from Saint James School in Hagerstown, MD, where he received varsity letters in soccer, wrestling and lacrosse. Colin will attend Franklin and Marshall College this fall, where he plans to be a member of their Division I wrestling team.*

*Clara has been a Camelot swim and dive team member for thirteen years. She started competing in dive meets at age nine. Since then, Clara has participated in diving every NVSL season. She loves how diving has pushed her to do things she didn't think she'd be able to do. Clara attended Thomas Jefferson High School where she was a four-year three-sport varsity athlete. This fall, Clara will begin work on a joint degree in International Relations at William and Mary and the University of Saint Andrews.*

*Micaela has been on the Camelot Knights Dive Team since 2015, when she switched over from swimming. She is currently a head dive coach. As a vocalist, Micaela has performed the national anthem at many NVSL meets. During her time at Thomas Jefferson High School, Micaela was captain of the varsity dive and gymnastics teams. She is proud to have a hand in inspiring younger team members to love diving as much as she does. The recipient of this year's NVSL Presidents' Award scholarship, Micaela will continue her education this fall at Georgetown University*

These bios will come in wildly different in length and content. Feel free to cut and even out for program and for announcer. Quotes from the diver are always delightful.

Awards:

- Obtain and sort awards
- prewrite stickers (The program does this.)
- create sheets on which to record results (The program does this.)

You can hold a vote among team reps for the sportsmanship award either before the meet or during freshman warmups. Present that award and the divisional trophy between juniors and intermediates.

**The Division Coordinator certifies the results and All-Star qualifiers**

Qualifications for All-Star Meet: Divers must complete the divisional meet without disqualification and:

- Place first through third in the divisional meet (depending on division)
- Dive a score greater than the fifth-place All-Star average score
- Place no lower than alternate in the divisional meet and have placed in the top 8 in the 2022 All-Star meet

Alternates are eligible for All-Stars only if any of the place finishers do not dive in All-Stars. No divers below alternate will be considered eligible for All-Stars.

It is a good idea for the division coordinator to meet very quickly with the All-Star Qualifiers after their event to verify their attendance on Sun 7/30. If they “don’t know,” they need to immediately ask someone who does (parent/guardian) because the turnaround is **quick**. The team rep needs to secure a slot **that night** for their All-Star participants to practice on-site.