

THE MEET LINEUP

The key to a smooth and well-run swim meet is being organized at the starting end of the pool. Good organization begins with good paperwork prepared by the coach prior to arriving at the meet. The coach should spend time before each meet preparing two key forms, the age group lineups and the event sheets. The documents are adjusted just prior to the meet as the no-shows are identified. Once the coach turns over the paper trail to the kid pushers and clerks of course just before the meet starts, he/she can focus on the swimmer's performances and follow up with them after their swims.

AGE GROUP LINEUP - Completed by coach, given to kid-pushers

The coach starts with copies of the roster preprinted with swimmer names. The format below is recommended. A separate page for each age group and gender works best so they can be distributed to the respective kid-pushers just before the meet begins. The relay teams are designated as A, B, C, etc. The 1, 2, 3, 4 associated with each relay team determines the order in which the team members will swim. The numbers written under the individual events indicate the order in which swimmers line up for individual events (generally based on fastest to slowest times). This format makes it easy for the coach to limit swimmers to three main events (first heats) according to TSA rules. The kid-pushers simply look down each column and line the swimmers up in the order specified and deliver them to the clerk of course in that order. **NONE OF THE NUMBERS ON THIS FORM REPRESENT A LANE ASSIGNMENT!**

AGE GROUP LINEUP

9-10 Girls	Medley Relay		Individual Events				Free Relay		
Swimmer	Team	1 Back 2Brst 3 Fly 4 Free	Free	Back	Brst	Fly	Team	1 2 3 4	
Anderson, Amy	8	3	6	5	3	2	A	*	
Bennett, Brianna	A	4	1	2	4	1	A	1	
Cox, Courtney	8	2	*	4	1	5	8	2	
Davis, Diana	8	1	3	3	2	4	8	3	
Ellis, Elise	No- Show		7	?	fi	6			
Franklin, Felicia	A	3	5	6	7	7	A	3	
Gomez, Gabriela	8	4	8	9	9		A	2	
Harris, Hannah	—	..	—	---	---	
Jackson, Jessica	A	1	10		11	8	9-10 C	1	
King, Kendra	9-10 C	2	11	10	10		8	1	
Larson, Lindsay	9-10 C	1	9	8	8		9-10 C	3	
Martin, Madison	A	2	2	1	5	3	B	.»	
Write in younger swimmers swimming up to this age group here									

EVENT SHEETS - Completed by coach, given to clerk of course.

The event sheet pad supplied by TSA will designate lane assignments for the relay teams and for the point-scoring first heat in each individual event. If you have just one clerk for your team, the coach should fill out one pad that is completed in the order of events, if you have a boys clerk and a girls clerk for your team, the coach should fill out a one pad for the boys and one for the girls prior to arriving at the meet. Fill in only your assigned lanes, 1, 3, and 5 for home meets, and 2, 4, and 6 for away meets.

Make sure you know if you are swimming at a 4-lane pool before you complete your event sheets.

Complete the event sheets without tearing them off the pad. This keeps them in order for the clerk of course. The basic guideline for RELAYS is to complete a sheet for each main event AND for subsequent heats. Unless you have more than 12 swimmers (assuming you're swimming in a 6-lane pool, that's 3 teams of 4), you will not need to worry about listing the teams for a second heat, so one sheet for the main event will do. Why include a sheet if you're running a second heat? Because the clerk of course is going to need to know the 4-swimmer groupings by name and stroke to get the teams organized at the blocks. The ribbon writers also need to know the names of the swimmers on each relay team. For relay events, the format of the event sheets doesn't accommodate the entry of 4 swimmers per lane very well. Be sure to include all four names and the numbered order in which they swim the race. For the 7-8 and 9-10 groups, it is particularly critical for the swimmer names and order they swim to be clear because the breaststroker and freestyler on each team dive in at the other end of the pool.

Tip: If you do not have swimmers available to participate in a relay or individual event, go ahead and fill out a sheet for that age group/gender with "NO ENTRIES" written across it to let the clerk know not to go look for a missing event sheet or to expect swimmers for that event. The clerks can then also start organizing a combined event race if possible.

For the INDIVIDUAL events, free, back, breast, and fly, ONLY MAIN EVENTS (point-scoring first heats) should be listed. Why? Because have no official need to know that Sam Swimmer swam in non-scoring Heat 3 in Lane 5. The Clerk of Course simply needs to know 1) who is swimming where in the main event (also referred to as Heat 1) and 2) what bodies are swimming subsequent heats, preferably in order from fastest to slowest. Why fastest to slowest? if the opposing team is ordering their swimmers the same way, then all swimmers will generally be swimming against their own field of competition.

Basically the clerk can wing the heats, but not the main events. Precision is demanded in the main events to satisfy the needs of the paper trail which ends with the ribbon writer. We don't want Ann's ribbon to go to Erica. Heat swimmers receive their ribbons as they come out of the water, so there's no need for name tracking and sticking to lane assignments. The paper trail for heats ends with the kid pusher but the paper trail for a main event goes on to the recorder, scorer and finally the ribbon writer.

So the kid pusher uses the alphabetical roster by age group and by gender that the coach has completed prior to the meet (which has been updated upon arrival after the coach sees who didn't show up) to gather and arrange those swimmers participating in the upcoming event Kid pushers should present that set of swimmers to the clerk of course already in order for that event.

The clerk can then seat them to fill the team's assigned lanes and spread across open lanes when they become available.

So you can see that the coach is the planner and recorder of who swims what, the kid pusher is the gatherer and organizer, and the clerk of course coordinates with the other team's clerk to fill the lanes in the races.

The worst part of the coach's job at the meet is to figure out how to reorganize relays to deal with the problem of no-shows. This all has to get resolved before 6:00, which makes it difficult when you're the visiting team and you're trying to run warm-ups from 5:30 to 6:00. Parents need to understand what a mess it creates when they don't get their kids to a meet. It's a good idea to post a roster at the pool, with swimmer names down the side and meets for the season listed across the top. Families check the meets they will miss. The coach picks up this roster on the day of the meet and refers to it in doing the lineup and then returns it to the pool the next day. It's not a perfect system but it does help.

Relay "swim-ups" - Another challenging job the coach has at the meet is to compile a list of swimmers who are eligible to "move up," or swim a relay in an age group older than they are. Let's say you have only two 13-14 girls at a meet and that you have ten 9-10 year olds. Two of your 9-10 girls will not be able to swim in a relay in their own age group. To give them the opportunity to swim, TSA allows you to move them up to an age group that also has a remainder of a multiple of 4. As long as at least one swimmer in a relay is a true member of that age group, you may swim up three younger swimmers to complete the relay. You may also use 6-unders to fill in, but you want to make sure their strokes are legal to avoid a DQ. So in the situation described above, you could have kept your two 9-10 girls in their

group and moved up some available 7-8s or 6-unders. Generally, though, you move up swimmers to groups with less than 4 swimmers, so you can swim one team. Remember, only first place scores in a relay. So you may want to limit your expenditure of mental energy to organizing only those move-ups that might enable you to improve your score. Back to the example to illustrate. You could keep your two 9-10 swimmers in their relay and move up two younger swimmers to form the third relay team. It's unlikely that the third team will be a contender for first place. What's important is that the move gave four swimmers a chance to swim a relay that they would otherwise have to sit out.

Whew, all this just to get the race started! Now you can understand why it's so important for the kid pusher to have the roster lineup to begin the process of getting swimmers to the blocks, and why the clerk of course needs the event sheets for relays and point-scoring first heats of the individual events.

You might want to post the order of events in several locations at your meets for parents who are worried about their children missing their races. When both teams are well supervised by a sufficient number of kid pushers, the panic factor is low. It helps to keep swimmers together in their age groups and limit their wandering.