



HAMILTON LAKES SWIM TEAM

Hamiltonlakes.org

Parents' and Swimmers' Handbook

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WELCOME TO HAMILTON LAKES SWIM TEAM

Welcome to all new and returning swim team families! We hope swimmers are ready to work hard and have fun, parents are ready to volunteer, and siblings are ready to cheer us through a great season! We are of all sizes and abilities, but we will work together to support each other, improve our skills, and have a great time!

Hamilton Lakes has a long tradition of great swimming, and it will only get better. Our goal is for every child to improve and to have fun doing it. We have highly qualified coaches who are ready to develop a great work ethic and correct stroke technique in each swimmer. They will work hard to improve each swimmer every day. Swimmers, if you come to practices regularly and work hard, you can expect to see improvement in your stroke technique, endurance, or speed (or all of these).

We are a TEAM: a family. Each swimmer must work to improve his or her own skill, but we will only win as a team. It will take more than a few "stars" to win. It takes many swimmers working hard and cheering each other on. It takes committed parents bringing their children to practice every day, volunteering to contribute to smooth running swim meets, and ENCOURAGING all of our swimmers. Let's make this the best swim year ever!



Go Hornets!

WHO'S WHO

Hamilton Lakes Swim Team 2010

Community Swim Association President:

Joe Brower Home: 272-4842 Joebrower@solesbrower.com

Hamilton Lakes Board Chairperson:

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Hamilton Lakes Club Manager:

Jean Eagan Office: 855-7255 Pool: 299-9646 hamiltonlakes@bellsouth.net

Hamilton Lakes Pool Manager:

Larry Williamson Pool: 299-9646 Info@HamiltonLakes.org

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Head Swim Coach:

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Assistant Coaches:

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Jordan Rogers Cell: 688-6271 jordanr@greensboroday.org

Helen Gagnon Cell: 508-8940 hbg2626@uncw.edu

Willie Mendleson Cell: 543-8618 willie1292@yahoo.com

Eric Kaylor Cell: 601-4744 k_eric_t@yahoo.com

Community Swim Association Web Address:

www.greensborocsa.org

Hamilton Lakes Web Address:

www.HamiltonLakes.org

FOR PARENTS ONLY!

Getting the most for your swim dollar:

- Set realistic expectations!
- Tell your swimmer **OFTEN** that you're proud of him/her.
- Don't listen to excuses for missing practice.
- Remember, your swimmer needs lots of rest!
- Plan meals/snacks to maximize your swimmer's potential.
- No sodas on swim meet days.
- Have high-carb meals on swim meet day. *(See nutrition sheets.)
- Plan family activities not to be rushed on meet days.
- Bring chairs to meets, if possible.
- Help swimmer record his/her times each week.
- **PLAN VACATIONS AROUND CITY MEET!**



FOR SWIMMERS ONLY!

What makes a Great swimmer?

A great swimmer...

- Gets plenty of rest
- Eats healthy meals
- Has a good attitude
- Cares for teammates
- Practices hard
- Practices often
- Doesn't make excuses
- Sets personal goals
- Keeps up with his/her own swim gear
- Listens to coaches
- Hangs his towel without being told!
- Follows instructions
- Eats healthy snacks
- Encourages teammates
- Gets to practice on time
- Comes to every meet
- Respects coaches
- Congratulates competitors
- NEVER MISSES CITY MEET!



CALENDAR FOR 2010 HORNETS SWIM TEAM



Black-Gold Meet

June 5th, 8:00am

This is an intra-team meet, an important opportunity for both swimmers and parents to experience a meet prior to "the real thing." Swim times from this meet will be used to determine entries for the first dual meet of the season.

Dual Meet Schedule **SWIM FAST!**

Tuesday, June 8	High Point Elks @Hamilton Lakes
Tuesday, June 15	Hamilton Lakes @ Greensboro Country
Tuesday, June 22	Lake Jeanette @ Hamilton Lakes
Tuesday, June 29	Hamilton Lakes @ Friendly
Monday, July 5	Sherwood @ Hamilton Lakes

Swimmers need to be on deck by 4:30 PM, when warm-up begins.

Dual meets begin at 5:30 PM.

Please be on time for warm-up, or let the coach know if you must be late!

City Championship Meet July 8, 9, 10th

Lindley Pool Complex

Note: Confirm meet times with coaches.



COMMUNITY SWIM ASSOCIATION

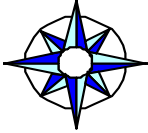
The Community Swim Association (CSA) is a nonprofit organization comprised of 22 local swim clubs in the Greensboro, NC metropolitan area. CSA encourages and promotes competitive summer swimming as a part of the programs offered by the member community pools. Each of the swim clubs has two CSA representatives who attend organizational meetings and vote on CSA rules and policies.

CSA conducts weekly dual meets over a five-week period beginning in June and ending in mid-July. Beginning in 2006, the dual meet schedule is determined according to the order of finish in the previous year's City Championship Meet.

Each week Hamilton Lakes will swim in a dual meet against another team that finished either a little ahead of or a little behind us at the City Championship. Upon completion of the Dual Meet season, a City Swimming Championship is held over a three-day period at Greensboro's Lindley Pool swimming complex.

For more information, visit GreensboroCSA.org. There you may access CSA rules and procedures, meet results, and current announcements.

DIRECTIONS to the POOLS



Cardinal Country Club

4150 Windlestraw Lane

Pool 668-3971 Main club 668-2746

From HL Clubhouse:

- Exit onto Tower Road, turning right. Take Tower to Muirs Chapel Rd.
- Turn right onto Muirs Chapel Road to Friendly Avenue.
- Turn left on Friendly Road. Go to New Garden Road.
- Turn right onto New Garden Rd. New Garden becomes Fleming Rd. Keep straight onto Fleming (about 3 miles).
- Turn Right onto Pondfield Dr, then immediately turn left onto Windlestraw Lane.
- The club will be on your right.



Friendly Park Pool

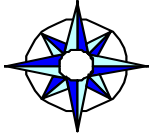
2215 Mimosa Drive

855-0020

From HL clubhouse:

- Exit onto Montpelier, turn right. Follow Montpelier to Henderson Rd. (stop sign). Continue north on Henderson to Friendly Avenue.
- Turn right on Friendly. Continue on Friendly Avenue to N. Elam Ave. (light), passing Friendly Shopping Center on left.
- Turn left onto Elam. Go one block on Elam.
- Turn right on Villa.
- Turn left on Candlewood (third street on left). Go until it dead-ends.
- Turn left on Mimosa.

Note: Parking is very limited in Mimosa lot. There is additional parking off N. Elam close to Benjamin Parkway. Walk down to pool past tennis courts.

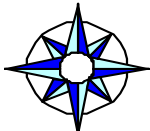


Grandover (formerly Sedgfield) **Swim & Racket Club**

4501 Pemberton Rd. 454-3411

From HL clubhouse:

- Exit onto Tower Road, turn right. Go to Muirs Chapel Rd.
- Turn left on Muirs Chapel. Pass through W. Market Street and street name becomes Spring Garden Rd. Follow Spring Garden Rd to Merritt Dr.
- Turn Right on Merritt Dr.
- Turn Right on High Point Rd (US-29A/US-70A). Continue on 3.8 miles.
- Turn Left on Guilford College Rd, and go 0.7 mile.
- Turn Left on Pemberton Rd.
- The club will be on your right.

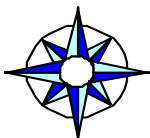


Green Valley Park

2815 Rutherford Drive 292-3780

From HL clubhouse:

- Exit onto Montpelier, turn right. Follow Montpelier to Henderson Road (stop sign). Continue north on Henderson to Friendly Avenue.
- Turn right on Friendly. Take Friendly to Holden Road (light).
- Turn left on Holden Road. Go to Watauga Drive (no light - Watauga is past Cornwallis Drive, but before Hobbs Road).
- Turn right on Watauga Drive. Go to dead end on Alderman Drive.
- Turn right on Alderman.
- Turn right on Rutherford. Club is on left.

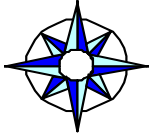


Greensboro Country Club

Carlson Dairy Road 288-9242

From HL clubhouse:

- Exit onto Tower Road, turning right. Go to Muirs Chapel Road (light).
- Turn right onto Muirs Chapel. Continue to Friendly Avenue (light).
- Turn right on Friendly. Go to Jefferson Road (light).
- Turn left onto Jefferson Road. Go to New Garden Road (light).
- Turn left onto New Garden, then one block to Horse Pen Creek Road (light).
- Turn right on Horse Pen Creek. Continue on Horse Pen Creek, passing Caldwell Academy on left. Carlson Dairy Rd. is 2nd left street after Caldwell.
- Turn left on Carlson Dairy Rd.
- Take first drive on left to pool.



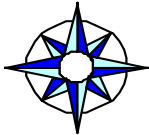
Lake Jeanette

5040 Bass Chapel Rd. 282-5580

From HL Clubhouse:

- Take right onto Montpelier Rd.
- Follow Montpelier, straight onto Henderson Rd.
- Turn left onto Friendly Ave.
- Turn right onto Westridge Rd. (light). Go to Battleground Ave (light).
- At the light, cross over Battleground Ave. to Old Battleground Rd.
- Take Old Battleground to Cotswold Ave (light).
- Turn right on Cotswold Ave, then left onto Lawndale Dr. (light).
- From Lawndale, turn right onto Regents Park Lane (light), and follow Regents Park Lane all the way to Bass Chapel Rd. (stop).
- Go straight into Lake Jeanette parking lot.

Note: Parking is very limited. Additional parking is available one block left of the swim club.



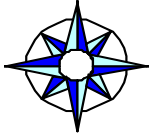
Lindley Pool City Championship

2914 Springwood Drive 299-3226

From HL Clubhouse:

- Exit onto Tower Road, turn right. Go to Muirs Chapel Road.
- Turn left on Muirs Chapel. Pass through W. Market Street, and street name becomes Spring Garden Road. Follow Spring Garden to Holden Rd. (light).
- Turn left on Holden.
- Turn right at Collier Drive/Cliffside Terrace intersection. (no light - Collier/Cliffside is after Peebles Drive and before Wendover Avenue).
- **Bear left** onto Cliffside.
- Lindley Pool is on the left on Cliffside.

Note: Park in the Lindley Recreation Center lot or on a street in the area.



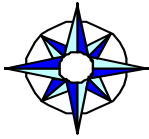
Ridgewood

808 James Doak Parkway

644-0006

From HL clubhouse:

- Exit Montpelier Drive, turning right. Follow Montpelier to Henderson Road (stop sign). Continue north on Henderson to Friendly Avenue.
- Turn right on Friendly.
- Take an immediate left onto Westridge (light) for 2.6 miles.
- Cross Battleground Rd; Westridge becomes Old Battleground.
- Turn right on Lake Brandt Rd (light); proceed 1.2 miles.
- Turn left to stay on Lake Brandt for another 3 miles.
- Turn right onto James Doak Parkway.
- Ridgewood is less than a mile on the right.



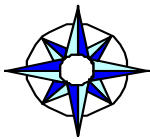
Sherwood Swim & Racquet Club

100 Alma Pinnix Drive

272-1665

From HL clubhouse:

- Exit Montpelier Drive, turning right. Follow Montpelier to Henderson Road (stop sign). Continue north on Henderson to Friendly Avenue.
- Turn right on Friendly. Go to Holden Rd. (light).
- Turn left on Holden. Travel north on Holden to Benjamin Parkway (light).
- Turn left on Benjamin. Benjamin becomes Cone Blvd. at the next light (Battleground). Continue on Cone, passing through Elm Street.
- Turn right on Alma Pinnix Drive (light). Note: There is a large Page High School sign at corner of Alma Pinnix Drive. Sherwood Pool is on the right.



Oak Ridge Swim Club

2039 Oak Ridge Road

644-6991

From HL clubhouse:

- Exit onto Montpelier, turn right. Follow Montpelier to Henderson Rd. (stop sign). Continue north on Henderson to Friendly Avenue.
- Turn left on Friendly. Take Friendly to Westridge.
- Turn right onto Westridge; follow to Bryan Blvd.
- Turn left onto Bryan Blvd. (west). Continue past the airport.
- Exit onto Hwy 68 North. Continue 7-8 miles.
- Turn left onto Hwy 150.
- Entrance to Oak Ridge Swim Club is approximately $\frac{1}{2}$ mile on the left.



SWIM PRACTICE

Practice will be in the mornings Monday, Tuesday, Thursday, Friday, and Saturday and also Monday, Wednesday, and Thursday evenings. All swimmers should come to as many practices as possible. Swimmers who work out with a year-round team are required to attend at least one Hamilton practice per week in addition to attending time trials.

Please be on time. Practice is more effective when everyone begins together.
** Goggles are recommended. Swimmers should bring shoes for dry-land training.*

PRACTICE SCHEDULE:

Pre-season Clinics will be **April 18th - May 16th** at **Greensboro College Pool (corner of Market & Tate)**
Saturdays & Sundays Only, 2:30-4:00 PM



Fees for pre-season clinics may be paid at registration or at your first clinic attended, and are as follows:

\$5 per session, per swimmer (max \$60 per family)
All 6 sessions for \$30 per swimmer

Practice Times at HL before school is out:

May 17 - June 9th

Mon - Thu - 12 & under 4:30-5:30, 13 & up 5-6:30

Sat - 12 & under 8-9, 13 & up 9-10:30

Black and Gold Meet - Saturday, June 5th, 8:00 AM

Time trials -

May 16th 2:30-4:00 at Greensboro College Pool

June 5th Black & Gold Meet 8:00 a.m. at Hamilton Lakes

June 12th Make-up Time Triad at Hamilton Lakes

Summer Schedule, June 12 - July 7:

<u>Week Day</u>	<u>Age Group</u>	<u>Practice Time</u>
<i>Monday & Friday Morning</i>		
	<i>8 & under</i>	<i>8:15 - 9:15</i>
	<i>9 & Up</i>	<i>9:15 - 11:00</i>
<i>Tuesday, Thursday & Saturday Morning</i>		
	<i>9 - 12</i>	<i>8:30 - 10:00am</i>
	<i>13 & up</i>	<i>9:00 - 10:30am</i>
	<i>8 & under</i>	<i>10:00 - 11:00am</i>
<i>Monday, Wednesday & Thursday Afternoons</i>		
	<i>8 & under</i>	<i>5 - 5:45</i>
	<i>9-12</i>	<i>5:50 - 6:30</i>
	<i>13 & Up</i>	<i>6:30 - 7:30</i>

SWIM PRACTICE (continued)

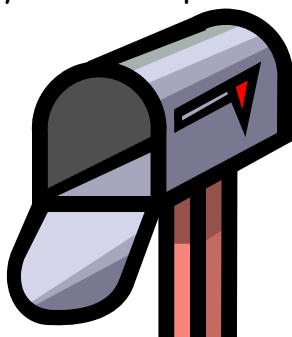
BAD WEATHER POLICY: If it is raining, we will usually still hold practice. Swimmers are encouraged to wear running shoes and appropriate clothes for dry-land training, which takes place in the clubhouse. There will also likely be games for the younger swimmers, and possibly swim instruction videos or other learning opportunities for older swimmers.

SUPERVISION: Our coaches are responsible for coaching. They cannot chase swimmers who wander off. If you are concerned about whether your child can stay with the coach, then an adult should accompany that child to practice.

All parents should make sure that practice is being held before leaving children at the pool.

COMMUNICATING WITH COACHES: Please do not use practice time to speak with a coach. Any concerns that you may have should be addressed well before or following practices. Using the coaches' mailboxes at the pool or email are other good ways to communicate with them.

KEEPING UP WITH SWIM TEAM ANNOUNCEMENTS: Please check the HL website at least a couple times a week for information specific to swim team (Hamiltonlakes.org). Plus you will be updated via e-mails.



CODE OF CONDUCT

The head coach and the assistants, expect each swimmer to treat others with respect. Any behavior toward a coach or another swimmer that is unconstructive and subsequently not beneficial to the team will be dealt with swiftly, first with a warning, then with parent notification.



SWIM MEETS – General Information

Each week Hamilton Lakes swims in a Dual Meet against another CSA team. Competitive swim meets help to teach swimmers good sportsmanship and discipline while helping to develop their competitiveness. The combination of these characteristics result in TEAM SPIRIT; working together for a common goal. Parental support through active participation in Hamilton Lakes meets and events helps to reinforce those life skills the children are learning.

If you plan to miss or be late for a meet, please let the head coach know in writing. This allows proper entry of swimmers for all events. There are a limited number of substitutions allowed at a meet. Unexpected absences create difficulties for coaches, and sometimes result in forfeited points.

Note: CSA rules state that if a swimmer misses an event for which a substitute swims, he or she is not eligible for subsequent events at that meet, including relays!

MEET DETAILS

STARTING TIMES: Dual meets begin at 5:30 PM, with warm-up at 4:30 PM.

AGE GROUPS: Age groups consist of the following: 6 & under, 7-8, 9-10, 11-12, 13-14, 15-18. A swimmer's age is based on his or her age as of midnight of the day of the start of the meet in which he/she is swimming. For example, a swimmer who will be 13 years old on or before the first day of the start of the CSA Championship Meet will swim in the 13-14 age group at City Meet, but is considered an 11-12 age-group swimmer for prior dual meets. A swimmer who becomes 13 years old on the second day of the CSA Championship Meet will swim in the 11-12 age group for dual meets and City Meet. Participants must swim in their respective age groups with the exception of relays.

Relays: There may be two members of a relay team from any younger age group. Such substitutions with younger swimmers may be made to fill slots *only when an inadequate number of swimmers are available in the older age group*. Younger swimmers may not replace older swimmers who are otherwise eligible to swim on the relay in question. Violations of age entry rules will cause disqualification of the violating swimmer and relay.

High School Graduates: Swimmers who have just graduated from high school, but who turn 19 prior to City Meet are allowed to swim in the 15-18 age group.

ENTRIES: Each member team may enter only three (3) official swimmers per individual event in a dual meet and only one (1) official relay team per relay event.

Any swimmer can swim a maximum of five (5) events - no more than three (3) individual events and no more than two (2) relays.

There will be only one heat of long-distance freestyle, individual medley, and relay events. For all other Dual Meet events, there will be whatever number of heats necessary to accommodate all entries. Beginning in 2005, *there will be no exhibition heats*. Heats will be swum fastest to slowest, and coaches are required to enter genuine swim times so entry placement will be appropriate. All swimmers have an equal chance at scoring, although only the top three swimmers from any one team can score points. This means, therefore, that if Team A swimmers post the fastest six times, Team A will score the top three places, with Team B scoring places 4, 5, and 6 despite slower times.

Ribbons, however, will be determined based on actual finish times. It is feasible, that Team A in the above example, will go home with the top six place ribbons. Preparation and distribution of the ribbons are the responsibility of the club entering the swimmer, and will be given out at the next practice after the meet.

SCORING: Scoring for the Dual Meets is as follows:

<u>Relays</u>	<u>Individual Events</u>
10 points for first place	7 points for first place
5 points for second	5 points for second
	4 points for third
	3 points for fourth
	2 points for fifth
	1 point for sixth

DISTANCES: Exact distances for dual meets will depend upon each pool's dimensions but will be as close as possible to the following:

- 6 & Under Individual 25 meters / yards
- 6 & Under Relays 100 meters / yards
- 8 & Under Individual 25 meters / yards
- 8 & Under Distance Freestyle 50 meters / yards
- 8 & Under Relays 100 meters / yards
- Individual Medley 100 meters / yards
- Long Distance Freestyle 100 meters / yards
- 9-10, 11-12, 13-14, 15-18 Individual 50 meters / yards
- 9-10, 11-12, 13-14, 15-18 Relay 200 meters / yards

DISQUALIFICATION (DQ): If a swimmer fails to comply with the stroke and turn rules, a Stroke & Turn Judge may disqualify a swimmer. Almost all swimmers have been DQ'd at some time. This should be viewed as a learning experience, not a failure. Swimmers should discuss this with their coach, and formulate a plan to correct the mistake. DQs may occur because of illegal starts or finishes as well.

WHAT TO BRING

Getting ready for a swim meet can seem like you'll be camping for a week! High on the recommended "bring" list is sweats to pull on after warm-ups and at the end of the meet when *it is usually considerably cooler and swimmers are wet*. Since there is a lot of "down time" between events, drinks and snacks, as well as cards, games, and books help kids pass the time. **Write your name on absolutely everything you bring.** The checklist below might help you pack:

Positive Attitude

Swim Suit

Swim Cap

Goggles (*an extra pair just in case*)

Towels (*2 or more per swimmer*)

Sweatpants & Sweatshirt

Money for Concessions

Sun block (*very important!*)

Water & Juice (*no glass containers*)

Healthy Snacks

Cards, games, books, etc.

Sharpie for writing event times

Lawn Chairs (*for parents*)

WHAT TO EXPECT

Plan to arrive 15 minutes before warm-ups start. This way you can "stake your space," find your goggles, and report to the coaches when the announcer calls for warm-ups. Shortly after teams have warmed up, the meet should begin. When you hear your event called, report to the "Clerk of Course." This is the person who gets the swimmers in order for their event. Younger swimmers must be encouraged by their parents to stay in the team staging area at all times and to report to the Clerk of Course when their events are called. PARENTS: It's important to allow your child to remain at the Clerk of Course staging area alone. Parent volunteers can do their job best if they don't have to contend with extra moms and dads!

SWIM MEET VOLUNTEERS

Organizing and keeping a swim team going takes many volunteers. Home meets require more than 100 workers and away meets require about half that number. It is the responsibility of every parent of a swimmer to help out in these positions. Please pitch in to make this a great season for our swimmers! Following are descriptions of volunteer positions.

Announcer — Calls up events and announces names of swimmers in each event.

Card Sorter — Writes the official time on the card, determined by the middle time recorded. (Fastest and slowest times are discarded.) Swimmers' cards are arranged by fastest to slowest official times for each event, and the corresponding place is recorded on each card. In the event of a DQ, the Card Sorter staples the entry card to the DQ slip, and places all DQs on the bottom of the cards for that event, then passes all cards (in order) to the scorer.

Clerk of Course — Organizes and seats the swimmers in the event they are to swim as assigned on the swimmer's entry card. The Clerk of Course also consolidates swimmers into heats in events where there are more swimmers from one team than the other, in order to expedite the meet. For example, in an event with 12 swimmers from Team A and 18 swimmers from Team B, there will be 4 heats of three swimmers from each team, and Clerk of Course will place the remaining Team B swimmers in the fifth heat together despite what lane and heat assignments indicated on their card.

Hospitality, during the meet — Keeps all workers and coaches hydrated with water or other beverages.

Hospitality, pre-meet — Especially for parents who cannot help *during* the meets, this job involves contributing to the snacks and drinks provided to swim meet volunteers *at home meets only*. Foods can be brought to the pool at any time prior to the start of the meet. Especially appreciated are home-baked goodies (cookies, muffins, banana bread) and fruit (cut or whole).

Newspaper Recorder — The Newspaper Recorder fills out the results form to be sent to CSA's web site manager, who will put them on the CSA web site and forward them to the News & Record. This form needs to be downloaded from the CSA web site (www.greensborocsa.org), completed, then emailed by 9:30 AM on the day following the meet. Complete instructions are on the form itself.

Place Judge — Determines which swimmer finishes first, second, third, etc.

Referee* — Presides over the meet to see that the meet runs on time, and is fair and safe for all swimmers. It is the responsibility of the Meet Referee to stop a meet due to hazardous weather conditions. The Meet Referee holds meetings for coaches and officials at the beginning of each meet to answer any questions and make necessary clarifications of rules and procedures. The Meet Referee clears the pool at the start of each race by blowing a whistle. He must also sign all swimmer disqualification forms before they are sent to the Scorer's Table.

Ribbon Labeler — Places labels on ribbons indicating swimmer's event, age group, and time, on the morning following a dual meet. Labels are printed out after the meet's data are entered (see Scoring Data Entry).

Runner — Transfer meet documents as needed. Card Runners bring entry cards from timers to scoring table. DQ Runners bring DQ slips from judges to meet referee for initialing, then to scoring table. Note: Card Runners must also run cards from the starting end of the pool to the finish end in races of just one length.

Scorer — Keeps a cumulative score of the meet. This record indicates by event the swimmer's name, team, time, and points earned. Each team provides a Scorer, and they work together to confirm accuracy.

Scoring Data Entry — Enters each event scores to a computer. This is done the morning following a dual meet using the completed score sheet.

Starter* — Gives the commands to the swimmers to start each race, and then to start the race.

Stroke and Turn Judge* — Determines if each swimmer is swimming the stroke legally as defined by USA Swimming rules. It is the responsibility of the Stroke Judge to disqualify any swimmer whose stroke, start, turn, or finish is illegal.

Timers — Time the swimmers in each race using stopwatches provided by each respective team. One Timer records all times on the entry card, which the Runner picks up for delivery to the Scoring Table.

Volunteer Coordinator — *Confirms (by phone) volunteers for each meet according to volunteer sign-ups. Also seeks to fill positions when needed.*

**CSA clinics are required for Meet Referee, Starter, and Stroke Judge positions. See GreensboroCSA.org for times and locations of training.*

CSA Scoring Procedure - Three Timers Per Lane

2005 Season

The scoring table includes 1 scorer from each team, and 1 card sorter provided by the home team. Each team is responsible for their own ribbon writers. See the note below about ribbon writers.

1. One TIMER records all three times on the swimmer's card, **and circles the middle time.**
2. The RUNNER delivers the cards to the scoring table, directly to the CARD SORTER.
3. The CARD SORTER collects all cards for the event (all heats), and organizes the cards from fastest to slowest, placing any DQ cards at the bottom of the pile. DQ cards should be marked with a "DQ," and have the DQ slip attached.
4. After sorting cards from *all* heats in a given event, the CARD SORTER assigns 1st through 10th place, and writes the correct place on the swimmer's card. Swimmers placing 11th and higher will not have a place written on their card. Teams may choose to provide ribbons beyond 10th place, but CSA does not provide these ribbons.
 5. The CARD SORTER then hands the stack of cards to the SCORERS. The SCORERS pull cards of the top three places (top two places for four-lane pools) from each team, and arrange them in order of fastest to slowest. These will be the scoring swimmers for the meet.
6. The SCORERS at this time pass all the remaining cards to either the data entry people or to the ribbon writers.
7. The SCORERS then record the top six (or four) swimmers' names and times on the scoring sheet, and adjust the score accordingly.
8. The SCORERS pass the six (or four) scoring swimmers' cards to the data entry people or ribbon writers.

Note: The top six ribbons always go to the fastest six times. Because only three (or two) swimmers from each team can score, place ribbons may not coincide with scoring swimmers.

RIBBON WRITERS:

Each team is responsible for their own ribbon labels and the necessary volunteers to create those ribbon labels. While the ribbons are provided by the home team each team must create their own ribbon labels. Some teams choose to hand-write ribbon labels at the scoring table, or after the meet. Others choose to use computer-generated ribbons, entering the data into the computer at the scoring table. Whatever mechanism chosen, each team should provide the necessary volunteers.