



Synchro BC Meet Hosting Manual

2011 – 2012 Season

Updated August 2011



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Chapter 1

RESPONSIBILITIES

SYNCHRO BC

1. Set Yearly Meet Schedule
2. Book pools and rooms for meets (through clubs as necessary)
3. Prepare & distribute Meet Information Packages
4. Collect and reconcile entry forms and entry fees
5. Prepare Meet Schedule and provide to Officials Chair, Awards Chair and Clubs
6. Provide Computer Scoring Chair with entry information.
7. Prepare Volunteer Schedule and provide to Host Club along with distribution list and spreadsheet of entries.
8. Prepare Program and distribute to Computer Scoring Chair and Awards Chair. Provide to Host Club if doing fundraising advertising.
9. Do the Figure Draws and provide to Officials Chair, Scoring Chair, Clubs and Coaches
10. Arrange with Officials Chair to set the Officials schedule and appoint a Head Judge and Referee for the Meet. Distribute to the Officials and the Computer Scoring Chair.
11. Book Hotel Accommodation for Judges.
12. Provide to Host Club materials needed to run the meet:
 - Judging materials - flashcards, judges chits, clipboards
 - Scoring table materials – Meet Set Up Guide, pencils, calculators, stopwatches, panel ID's, pool markers, panel signs, scoring sheets, volunteer scoring and timing instructions.
13. Computer scoring program.
14. Sound System
15. Awards and awards chairperson. Arranging awards presentations.
16. Arrange for a bulkhead curtain at the pool when required.

HOST CLUB(S)

1. Provide Meet Manager to oversee preparations and running the meet, part of Competitions Committee.
2. Obtain Volunteer requirements form from Competition Coordinator, fill in club responsible for each position, distribute to participating clubs, receive names from all clubs and prepare a volunteer list for posting at the pool.
3. Arrange to have a sound system available as a back up unit. (often from the club that practices at the facility being used for the meet)
4. Provide Judges Hospitality – see Chapter 4.
5. General Supervision of meet - ensure that volunteers are in place for each event.
6. Liaise with Head Referee and Head Judge regarding event time changes if the meet is running ahead or behind schedule.
7. Supervision of scoring tables: keep pencils sharp, and ensure all necessary items are on the scoring tables. (Meet Set Up – Chapter 8) Take finished score sheets to Computer Scoring Chair.
8. Supervision of Music and Announcing Table: ensure that Music Volunteer and Announcer have the Program and sharpened pencils. Ensure the Announcer has the list of Judges Panels and any changes to Judges Panels before each event. (Chief Referee will have any changes)
9. Program – if the Host Club wishes to do fundraising advertising for the Program, they must let the Competition Coordinator know at least two weeks before the event. The Competition Coordinator will then email the finished Program to the Host Club (as early as possible but usually the week before), the Host Club will enter the ads, and have the photocopying done and over see the sale of the Programs at the meet. The Competition Coordinator will photocopy the required number of ‘working copies’ (no ads) for the running of the meet (i.e. table copies, referee copies, coaches copies). Ads should not be in conflict with Synchro BC sponsors.

If no fundraising advertising is done, the Program Coordinator will do all photocopying of the Program.

Note: The Host Club may do fundraising at the meet with approval of Synchro BC. Requests for fundraising should be submitted early enough so the Board may approve at a regular meeting.
Only the host club may fundraise at a meet.

Chapter 2

FACILITIES

Pool

Our meets require 25 metres, preferably in all deep water. When possible, for Routine meets, we ask that dive blocks and marker flags be removed and diving boards or other structures be tipped back or secured.

When using Multi-use facilities, we ask for considerations which assist both us, the pool and public. These include:

Permission to put up a curtain along the bulkhead which divides the pool. We rent this from a staging company

While the Synchro Competition is on, we ask that other music in the facility be turned off - i.e. Water Aerobics classes are either cancelled or we try to arrange our practice time around them.

A “whistle” at a Synchro meet (during a routine) is used to stop the competition - We ask that our meets not be scheduled at the same time as events that use whistles regularly (i.e. Life saving courses).

If some of the equipment in a Leisure facility is extremely loud (water falls, slides, etc.) we ask that these not be turned on during a figure competition or while a routine is competing. We will supply our schedule for warm up times to the pool if needed.

We require bleachers for spectators and an area where athletes can put their bags, as well as an area for athletes to watch.

For routine meets, it is advisable to designate an area where hair can be done - use of gel should be restricted to that area.

Judges’ Room (as close to the pool deck as possible)

The Judges’ room is provided for all Officials. It is used for holding Judges conference, relaxing between events and eating meals. Also, judges/coaches conferences are often held in this room following the competition.

The room should hold tables and sufficient chairs for the judges - the number of Officials varies between 10 and 25 - ask for estimate from the Competition Coordinator. There should also be at least 2 tables for the volunteers who will be preparing the food and refreshments. (See Chapter 4 for details on Judges Hospitality).

Scoring Room

We require a small room for the Computer Scoring and Awards Chairs. It is ideal if this room is adjacent to or overlooking the pool. There should be at least 2 tables and 4 chairs available as well as outlets for the computer and printers.



Chapter 3

VOLUNTEERS REQUIRED AT MEETS

Meet Manager – from the Host Club, supervises the meet and ensures all volunteer positions are filled for each event.

Set up and Deck Changes - set up pool area (scoring tables, chairs for judges, referees, sound system, etc.) See Chapter 8 – Meet Set up

Judges Food – Host Club to provide refreshments and food for Officials. See Chapter 4 – Judges Hospitality. Supervise Judges room at all times.

Awards - help prepare ribbons and assist in giving out awards. Not always needed, check with the Awards Chair.

Announcer - to announce routine events and scores. A script provided. The ideal would be to have one person to cover a full day.

Music - arranges tapes in playing order, starts music with referees signal. The ideal would be to have one person to cover a full day.

Runners – For Routine events, takes chits from judges to scoring table. 2 runners work best, 1 for each side of the pool.

Clean up - clean up pool area (bobby pins, hairnets, garbage, etc.) and help take down equipment. - this is required at the end of each day and the end of the meet. Also, check change rooms and gel areas and tidy and wipe as needed.

Scorers - For figures, we require 3 people at each table. There is one table at each panel and most meets will have two panels per Tier. The job of the scorers is to write down the figure scores as the referee announces them.

Timers - For routine events, we require 2 timers to time the music of the routines as well as the deck work, and one to time the 'walk on' time. Times are recorded by the scorer and the timers will advise the referee if there is a time violation. (Time limit sheet is on the scoring table). The Referee initials the penalty and it is then highlighted on the score sheet. After the event the Referee oversees the timing of the selection of music with the appropriate Coach present.

Video Camera Operator - for all routines that have required elements.

Note: Club Presidents or Meet Managers of participating clubs will be advised of the volunteers their club will be required to provide and asked to submit a list of names prior to the meet. This will be monitored and reviewed, with the potential of implementing club fines for non-compliance.



Chapter 4

OFFICIALS HOSPITALITY

- Purpose:** Our Synchro Officials are all volunteers and competition days are long. We provide a room for judges' conferences and/or relaxing between events. We provide refreshments, water, meals and snacks, depending on the length of the meet.
- Security:** In addition to the Host Club providing the refreshments, only Officials are allowed in the room. **If the room cannot be locked, someone should remain in the room at all times (Judges require a place to store their personal things).**
- Room:** There should be tables and chairs in the room. We usually don't have cooking facilities or fridges; crock pots, kettles, coffee makers and coolers are required, depending on meals being provided.

Number of Officials: The Competition Coordinator will advise of the number of Officials attending, commonly between 10 & 20.

Refreshments: Provide bottled water for judges to take on deck (preferably chilled). If an event is longer than an hour, offer replacement water bottles.

Meals & Snacks: Based on the Meet Schedule, meals may be required several times during the day.

Breakfast Suggestions: Coffee, Tea, Juice & Water
Muffins, Scones or Bagels; Fruit Plate; Yoghurt

Lunch Suggestions: Juice, Ice Tea, Pop, Water.
Sandwiches, Wraps (these can be pre-made or supply a selection of buns, meats, cheeses, egg salad, etc.); Vegetables & Dip; Soup or Chilli & Buns (Instead of Sandwiches); Pasta Salad, Green Salad; Cookies, Squares, Brownies; Fruit Plate

Dinner Suggestions: Juice, Ice Tea, Pop, Water
Casseroles, Soup or Chilli; Buns & Salads; Vegetables & Dip; Dessert

Notes: Club members can be asked to contribute items to help keep costs down. When planning quantities, plan on one sandwich per official, one muffin per official - generally, judges do not overeat when they are judging.

Cost: Synchro BC will provide financial assistance to the host club as follows:
Full Day Meet - \$100.00 Half Day - \$75.00 Breakfast Only - \$25.00



Chapter 5

BANQUETS

A. Awards Banquet at National Stream Provincial Championship

Note: The Awards Banquet is organized by the Host Club. A Banquet Coordinator should be named and Synchro BC will assist this person where needed.

Purpose: To honour our Provincial Champions, recognize our National Athletes, our High Performance Athletes and our Volunteers

When: Generally the Saturday evening of the Meet so out of town Athletes may head home immediately after the Meet on the Sunday.

Where: A facility near the pool - a banquet room in a hotel, recreation centre, or golf club nearby.

Who: National Stream Athletes, Coaches, Judges, Volunteers, Parents and Special Guests.

Special Guests may include:

- Mayor of host community & spouse
- Sport Services Branch (Gov't) representatives
- Family representative of Named Trophies (ie: Kembel, Crews, Irvine, Glen, Larsen)
- Family representative of Charlotte Tutte
- Family representative of Donalda Smith
- A letter should go out to special guests at least one month prior to awards banquet inviting them and asking them to help present trophies.

Head Table may include:

- Master of Ceremonies
- Mayor & Spouse
- Gov't representatives
- Synchro BC President
- Synchro BC Development Coordinator
- President of Host Club
- Synchro BC Competitions Coordinator & Technical Director*
- Meet Manager of Host Club* * Space permitting

There should be place cards at the Head Table

Menu: As this is the single occasion that we honour our athletes, we must strive to make the banquet a first class event and the menu should reflect this (i.e. No Pizza, Hamburgers or similar Food.)

Facility: Tables should have tablecloths and silverware - (no plastic cutlery or paper plates). Tables should be reserved for Judges and Synchro BC Executive Tables for athletes and coaches should be designated and located closest to the Head Table. Adjacent to the Head Table, a Large Table will be required for Trophies and Awards. Decorations are optional - ideas are table centres, flowers, balloons.



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- Master of Ceremonies:** A Master of Ceremonies is required. Their duties are to welcome everyone, introduce the Head Table, introduce the award presenters and announce the athletes and their coaches during the award presentations, and conclude the ceremonies.
- Awards:** Awards are presented by Special Guests, Family representatives of Named Trophies, Head Table personal, other Synchro BC Executive and Judges. Presenters will be coordinated with the Awards Chairperson. An "Awards Script" will be prepared by the Awards Chairperson.
- Program:** At each place at the Head Table, and on each Table, there should be a Program outlining the Schedule for the Banquet.
- Cost:** The revenue from the tickets should cover all costs of the banquet. The price of the tickets to the banquet should be sufficient to cover all food & service costs, decorating expenses and tickets for invited guests (including Synchro BC Executive). Ticket cost should be kept as low as possible.
- Banquet Information:** An information and order sheet should be prepared and available to send out with the Meet Information Package (contact the Program Coordinator). Clubs should also be asked to bring 2 door prizes for athlete.
- Tickets:** Ticket orders and cheques should be returned to Banquet Coordinator. Tickets should be made up and given to each club at the start of the meet. There should be someone at the door of the banquet collecting tickets.
- DoorPrizes:** In addition to the 2 door prizes contributed by each club, items may be solicited for additional door prizes for athletes and coaches.
- Extras:** Athletes may be given small gifts or mementos. These are generally given in lieu of "goody bags" and are donated items.

B. Other Banquets

Banquets are traditionally held at the Jean Peters Invitational Meet (on the Saturday evening), however, this is voluntary. If the Host Clubs decide to host banquets, the guidelines for the National Stream Provincial Awards Banquet should be followed with respect to organizing the banquet. There is greater flexibility with respect to menu, however, as a Pizza Party or more casual event is acceptable.

Note: Whenever Awards are presented at a Banquet, athletes are expected to wear their Track Suits.



Chapter 6

PROMOTIONS

1. **Media Coverage**
Arranged by Executive Director.
2. **T-Shirt Sales**
Synchro BC arranges for a T-shirt company to set up at meets.
3. **Synchro BC Items for Sale**
At some meets, Synchro BC may have items for sale
4. **Raffles / 50/50 Draws / Fundraisers**
Clubs may request permission from Synchro BC to hold Fundraisers at the meet they are hosting. Synchro BC must receive the request in time to discuss it at a scheduled executive meeting prior to the meet. Synchro BC may require a percentage of profits, this is negotiable.
5. **Program Fundraiser**
If clubs wish to sell advertising space in a Province-wide meet, they must first request permission from Synchro BC.
6. **Photographer**
Synchro BC arranges for an official Photographer to attend major meets. This is the only photographer allowed on deck during the Meet.

Chapter 7

PROGRAM

The program lists all of the Clubs, Athletes, Coaches, Sponsors and Officials participating in the meet and provides the Schedule and order of swim to Athletes, Coaches and audience. There is a chart to record Judges' marks and often an explanation of Synchro Competitions which helps to educate people new to the sport.

The program is made up of:

- Cover Page (Title of Competition, Location & Date)
- Schedule of Events
- List of Clubs and Coaches
- List of Judges and Officials (if available)
- For Figures, the figures drawn and the order of competing
- For Routines, the order of competing and Athletes names
- An explanation of Synchro Competitions (optional)
- Sponsors ads as required per agreement

The number of copies of the program required is as follows:

- 1 for each coach (put the name of each coach on a program and put in Club File)
- 1 for each referee (usually 2 or 4)
- 1 for each scoring table (usually 2 or 4)
- 1 each for Computer Scoring Chair, Awards Chair, Announcer, and Music
- 2 for Posting (these should be single sided)
- 5 for Meet Manager
- 50% of the number of athletes competing for sale to audience (If there are 100 athletes, 50 more copies for selling)

Photocopying is done by Synchro BC unless the club is planning to sell advertising space and use the program as a fundraiser (see Chapter 1, Host Club Responsibilities). Programs should be double sided and stapled.

Program Sales

Programs are generally sold for \$2.00 each. The price is intended to cover copying costs only. Programs are sold throughout the competition.

If the Host Club decides to sell advertising for the program:

The basic program will be made by the Competition Coordinator and emailed to the Host Club. Ads will be inserted by the Host Club and photocopying done by the Host Club. It should be noted that many advertisers wish a copy of the program to view the ad. Adjust the number of programs to be made accordingly. The Host Club will just photocopy number needed for audience sales. Synchro BC will photocopy 'working programs' with no ads for use in running of the Meet.

Chapter 8

Meet Set Up

- Have 2 copies of the Program and Volunteer Schedule posted – one on the pool deck and one near where the results will be posted (refer to the pool diagram)
- Post 1 copy of the Judges Panel Schedule on pool deck.
- Put Club File Box out on deck with the Clipboard, Scratch sheet and pen.

For Figures

On Pool Deck:

- Set up panel tables with 3 chairs per table
- Put in Pool Markers (Flags that hang over pool edge - 2 at each panel)
- Set up Judges Chairs – 3 or 5 chairs per panel
- Set up Chair for Referee
- Mark each panel with signs - Panel 1, 2, 3, 4 – one taped to the front of the table and one on the wall behind the table, or side of the table where athletes can see.

On Scoring Tables

- Scoring Sheets, pencils & calculators
- Tape Figure I.D. Signs on the front of Table
- Put a copy of the Program on each scoring table
- Place volunteer instructions on the table.
- Put a copy of the Program (& pencil) on a clip board on each table for the Referee
- Put a clip board with “Judges’ Comments” Sheets (& pencil) on each table.

For Routines

- Set Up Sound System – **DO UNDERWATER SOUND CHECK.**
- One scoring table only required, with score sheets, time limits page, stop watches, stapler, pencils, highlighter, Volunteer Scoring and Timing instruction sheets.
- Remove panel markers from pool.
- Make sure the runners are in place and know what to do.
- Give announcer a copy of the program and a list of judges and referees
- Give program to Music person.
- Make sure the clipboards are set up for judges - with paper, pencil, judges’ chits and flash cards.
- Make sure the referee has a whistle and clipboard with program.
- Have a video recorder available for all routine events that have required elements.

If you have any questions please contact the Competitions Coordinator by email:
competitions@synchro.bc.ca.