

# HOSTING ALPS REGULAR DIVING MEETS

Officials names of officials: \_\_\_\_\_

## 1- Meet manager

### Responsibilities before the meet :

- See that the coaches submit all the dive sheets to the Referee upon arrival.
- Give the Referee the Judges Entry List
- Make sure the officials are briefed and ready to begin on time

### Responsibilities during the meet:

- Make sure meet runs smoothly put out fires...

### Responsibilities after the meet:

- Help clean up thank visiting team
- Get the completed Judges Entry List back from the Referee.

## 2- Announcer

### Responsibilities before the meet :

- Check equipment to make sure the sound is loud enough for the divers to hear but not too loud to wake up the neighbours.

### Responsibilities during the meet

- announce the beginning of warm-ups (if the sound system is ready!).
- announce the end of general warm-ups and the beginning of the reserved warm-up for 8-
- announce the dive order (which the Referee has indicated on the sheets) for the girls and then the boys for the first event while the divers are still practicing.  
The dive order is found in the top right corner of the sheets.  
For the dive order, it is normal to announce the full name of the diver and their pool. (For the Girls 8-, the first diver is nnnnnn from Westmount Pool, etc)
- announce the end of the warm-up, and announces the first diver. First names only, unless fear of confusion. May add the pool name, especially in first round)

example:

"First diver is nnnnnn, with a front dive tuck, 101c, dd 1.3; nnnnn (next diver) is on deck"  
or «La première plongeuse est nnnnn, avec un plongeur avant groupé, 101c, dd 1.3; nnnnnn est en attente .»

- Immediately hand the dive sheet to the recorder
- as soon as the diver enters the water:  
"Judges scores" or «Les notes»
- Read off the three scores of the judges, beginning with the Referee. it may be right to left, or left to right, depending on your setup.  
"six, six point five, and six" (NOT six and a half)  
OR «six, six point cinq, et six»  
or one may have "six for all the judges" or «six pour tous les juges»
- Immediately announce the next diver, and the next diver on deck.

### Responsibilities after the meet

Make sure equipment is put away

### 3- Recorder

#### Responsibilities before the meet :

Make sure equipment needed is at the table ( pencil erasers)

#### Responsibilities during the meet:

*the announcer hands the dive sheet to the recorder.*

As the announcer is reading the scores, the recorder writes them down in the same order. It is usually better if the recorder does NOT look at the judges.

It is faster to write 6' than to write 6.5.

*The recorder then immediately hands the sheet to the calculator.*

#### Responsibilities after the meet

Help put away equipment and material

### 4- Calculator

#### Responsibilities during the meet:

The Calculator adds the three scores and enters in the appropriate column (TOTAL).

THEN the Calculator multiplies the TOTAL times the DD to get the points for that dive, and enters it in the top half of the line (last column).

When it is not the first dive, the Calculator then adds the previous points to the points for the current dive, and enters it in the bottom half of the same line, thus keeping a running total.

*The Calculator then hands to the Verifier if you have one, OR puts the sheet face down to keep them in order. When several have accumulated, the pile is passed back to the announcer.*

#### Responsibilities after the meet

Help put away equipment and material

### 5- Verifier

#### Responsibilities during the meet:

The verifier ensures that the Calculator has done the correct calculations and entries.

*Then the verifier puts the sheet face down to keep them in order. When several have accumulated, the pile is passed back to the announcer.*

The Calculator and/or verifier then places the dive sheets for the girls in order of score, highest to lowest. At the bottom, in the box "Résultats définitifs - Final Placement", they are ordered according to position (1st, 2nd, etc) CAREFUL - don't get mixed up with the diving order at the top of the sheets!!!!

### 6- Referee ( 1 of the 3 judges)

#### Responsibilities before the meet :

- Get the Judges Entry List

#### Responsibilities during the meet

- During the reserved warm-up for 8- the Referee should hand the dive sheets to the announcer.
- The Referee checks the sheets, initials them, and then the results can be announced.

**Material** Rulebook ( directory)

- Diving Results Sheet (from ALPS website). The top three divers in each category are entered on this sheet (just the team points, not their dive points, nor names)
- Judges entry list
- two calculators (in case one dies, or if you have the Verifier function as defined below)
- Pencils and erasers
- a few extra blank dive sheets
- One storage box for our diving material

**Volunteers**

Bake table coffee, hot chocolate, bagel, muffin, juice. the sales are minimal.  
30-cup coffee maker on a timer ?

- BBQ breakfast sandwiches and grill cheeses?
- Ribbons person : Divers can immediately get their ribbons once the results are announced. Mark total points on the back of the ribbon
- Announcer can be a volunteer teen or a CIT

**Staff needs ( lifeguards)**

With warm-ups at 8:30, staff needs to be there before 8:30. 8:00 would be good.  
We need lifeguarding on the chair by the boards. ( not coaches). The rest of the pool is closed. There needs to be a guard on chair from 8:30 until the end of the competition. Meet should be done by noon.

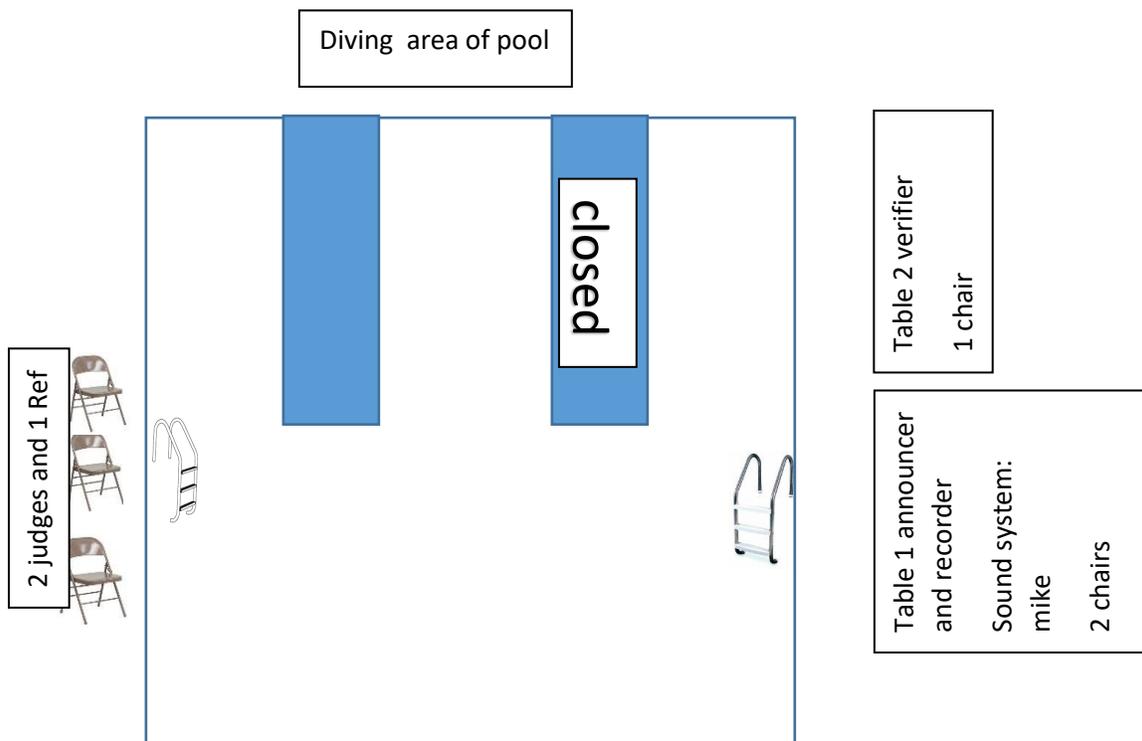
**Coaches**

Coaches can't be guarding and coaching at the same time. They should have some extra dive sheets

# POOL SET UP FOR SUNDAY MORNING HOME DIVING MEETS

## SATURDAY NIGHT OR SUNDAY 8:00 AM

1. We use only one diving board
2. 6-8 chairs
3. 4 big long tables ( 2 for table workers 1 for bake table 1 for BBQ)
4. Pool sound system
5. 1 BBQ
6. 2 tents to cover judges and table officials



### Schedule of events

Schedule	Events:
8:00-8:30 set up	8 and under boys/ girls
8:30-9:00 general warm-up	9-10 boys/ girls
9:00-9:15 reserved warm-up for the 8- boys and girls.	11-12 boys/ girls
9:15 meet begins	13-14 boys/girls
Meet ends about noon	15 + boys/girls
Each of the five pairs of events has a reserved warm-up, normally of 15 minutes.	