

Timer

Required: 2 timers & 2 stopwatches

For each routine:

- ✓ Timers are to time each routine and record their results.
- ✓ Begin stopwatch at first moment you hear sound.
- ✓ Record split at moment the last participant's feet leave the deck. If a competitor does not have deckwork, and begins their routine in the water, then the deckwork is recorded as "0" seconds.
- ✓ Stop time when the music runs silent.
- ✓ All times are to be recorded on the "timers' sheet" that will be provided for you at the beginning of the competition.

Time Limits:

- ✓ **Deckwork:** The deck work is a **maximum of 10 seconds**.
- ✓ All **junior routines** (except summer swimmer synchro meet competitors) are **2 minutes +/- 15 seconds** (minimum of 1 minute 45 seconds, maximum of 2 minutes 15 seconds).
- ✓ All **senior routines** (except summer swimmer synchro meet competitors) are **2 minutes 30 seconds +/- 15 seconds** (minimum of 2 minutes 15 seconds, maximum of 2 minutes 45 seconds).
- ✓ **Summer Swimmer Synchro Meet** time limits:
 - All **junior routines**: 1 minute 15 seconds – 2 minutes 15 seconds
 - All **senior routines**: 1 minute 45 seconds – 2 minutes 45 seconds
 - Deckwork: maximum of 10 seconds

Any infraction of the rules mentioned above will receive a 0.5 penalty. If there is a penalty, please have the announcer call the ALPS Synchro Coordinator over to the sound table as soon as the routine is finished.

If you have any questions regarding your duties, please contact the ALPS Synchro Coordinator prior to the competition.

Scorers

Required: 3-4 scorers, 6 pencils, 3 calculators, laptop, excel spreadsheet*, entry forms*

*provided by ALPS Synchro Coordinator

For each routine:

After each routine, the panel of 5 judges will show 2 sets of marks with their flashcards. The first set of marks is for **technical merit (T.M.)** and the second set of marks is for artistic **impression (A.I.)**.

- ✓ 1 scorer will be responsible for entering the marks into the computer.
- ✓ 1 scorer will be responsible for hand-writing the marks onto the entry forms.
- ✓ 1 scorer will be responsible for reviewing the computer's calculations.

How to calculate the final score MANUALLY:

- ✓ Drop the highest and lowest marks for both T.M. and A.I.
- ✓ Add the 3 remaining marks together and divide by 3 to get the average mark for both T.M. and A.I. Make sure to round to the third decimal point. If the average mark is 5.6666666, then the third decimal point is rounded up, which becomes 5.667. 0.1-0.4 gets rounded down. 0.5-0.9 gets rounded up.
- ✓ Multiply the average of the **technical merit** mark by 6.0 (round to 3 decimal points).
- ✓ Multiply the average of the **artistic impression** mark by 4.0 (round to 3 decimal points).
- ✓ Add these 2 marks together for the **final score** (round to 3 decimal points).
- ✓ The total points and final score are the same mark, unless it is the team event. If it is the team event, add 0.5 for each additional swimmer more than 4 competitors on the team, (with a maximum of 2 additional points).
- ✓ Any infraction of the rules mentioned above will receive a .5 penalty. If there is a penalty, please have the announcer call Sarah over to the scoring table as soon as the routine is finished.

If you have any questions regarding your duties, please contact the ALPS Synchro Coordinator prior to the competition.

Music Table

Required: 2 people to work the sound table (1 person to collect CDs and organize them, 1 person to hand CDs to sound system operator), excellent sound system and a back-up CD player (provided by Phil Hamilton), 2 excellent underwater speakers, a back-up underwater speaker

Prior to the start of the competition:

I recommend using a small plastic basket (can be found at the dollar store) to separate your events' music. Use a Sharpie Marker to label each competitor's music. Do not use little stickers to label directly on the CDs. Place the CDs in the same order of competitors for each event.

Make sure all pools have submitted their CDs (you will only need 1 copy of each piece of music) prior to the start of the competition. If you do not have each pool's music, please announce which pools' music you are missing at the coaches' meeting (10 minutes prior to start of competition).

The person organizing the CDs is responsible to hand the right CD to the sound operator to play.

Competition:

- ✓ Only press PLAY once the referee has blown the whistle. Please wait 2 seconds after the whistle to press PLAY (Responsibility of Phil Hamilton).
- ✓ If there are any technical difficulties, the referee will blow their whistle twice to signal the swimmer(s) to stand down and to STOP the music. If the music is 10 sec. late the whistle will also be blown twice so the swimmers stand down until sound solves the problem and signals thumbs up.
- ✓ It is the responsibility of the coaches to pick up their music at the end of the competition. At the end of the competition, please have the announcer make an announcement to remind coaches to pick up their music.
- ✓ Coaches will have a second copy of their music in case of any technical difficulties with the original.

If you have any questions regarding your duties, please contact the ALPS Synchro Coordinator prior to the competition.

Announcer

Required: 1 announcer seated near the scoring table, 1 microphone

At start of competition:

Say: "Welcome everyone to _____ (*state competition*) _____ at _____ (*state pool*) _____."

Announce any messages from host pool; (Bar-B-Q & canteen information, raffles, prizes...).

"Judges for today's competition are:

Judge number 1: _____

Judge number 2: _____

Judge number 3: _____

Judge number 4: _____

Judge number 5: _____"

"Please note that all final scores announced are unofficial until the awards presentation."

After the pre-swimmers have swum, please announce: "There will now be a short judges' meeting behind the diving boards".

Once the judges' return to their seats, please announce: "We are now ready to begin the _____ (*state event*) _____ with competitor number 1."

Before each routine:

Say: "Competitor number _____."

If there are any competitors that have withdrawn from the competition, please announce their competitor number as being scratched, and continue with the following competitor.

After each routine:

Say: "That was competitor number _____, _____ (*state competitors' names*) _____ from _____ (*state pool*) _____ . Alternates were _____. Coached by _____ (*state coaches' names*) _____."

Read marks from judges' flashcards. "Marks for competitor number _____ are; for technical merit: _____, _____, _____, _____, _____. Marks for artistic impression; _____, _____, _____, _____, _____. Final score is _____."

- ✓ If you make a mistake while reading the marks, say: "Re-read" and start over with marks for judge number 1.
- ✓ Make sure to speak slowly and clearly!

If you have any questions regarding your duties, please contact the ALPS Synchro Coordinator prior to the competition.

Referee

Required: 1 referee, 1 whistle

The referee is responsible for organizing the competitors before they walk-on for their deckwork. Depending on the set up of the competition pool, competitors might have to all walk-on from the same side of the pool. If the music table or scorers' table is not placed on deck, near the deep-end, then competitors can walk-on from either side of the deep-end.

Most routines will do their deckwork and dive in the deep-end. Competitors may start their routine in the shallow end, however, will have to notify the synchro coordinator before the beginning of the competition if they wish to do so. The synchro coordinator will let the referee know which competitor will be starting in the shallow end.

Competitors that do not have a deckwork, and opt to start in the water, may enter the water once the previous competitors have gotten out of the pool.

For each routine:

- ✓ Let the competitors and coaches know that they can start their walk-on when the artistic impression marks are being read, (second set of marks).
- ✓ Before each competitor walks-on, make sure they are not wearing any bracelets, watches or anklets, (unless it is part of their costume).
- ✓ Ask the coach to signal to you when their athlete(s) is/are ready; then **blow your whistle**.
- ✓ If the music is too low, and the coach wants the music louder, signal to the sound table to raise the music.
- ✓ If there is a technical problem with the competitors' music, **blow your whistle again** (to signal to the sound table to stop the music). Then, tell the competitor to get out of the water and return to the side of the pool. Signal to the ALPS Synchro Coordinator immediately that there is a problem. Once the problem is resolved, the competitor can re-start their walk-on.

If you have any questions regarding your duties, please contact the ALPS Synchro Coordinator prior to the competition.

Co-Meet Manager

The Meet Manager of the competition is the ALPS Synchro Coordinator. All final decisions regarding the competition are made by the Synchro Coordinator.

Throughout preparing for the competition, the ALPS Synchro Coordinator must be able to contact 1 person from the host pool to coordinate the volunteers' meeting and discuss the set up of the pool on the day of the competition. As well, the Synchro Coordinator must have 1 person to be able to coordinate volunteers and staff to ensure the competition runs smoothly. This person is the Co-Meet Manager.

The Co-Meet Manager is usually the head synchro coach of the host pool, the pool manager or a pool committee member that is willing to assist in coordinating the volunteers and staff members prior to and on the day of the competition.

If you have any questions regarding your duties, please contact the ALPS Synchro Coordinator prior to the competition.

Security

Security is required at the *Summer Swimmer Synchro Meet* and *ALPS Synchro Team Finals*.

It is recommended that you have at least 5-10 people able to work security on the day of the competition.

Security ensures that the ALPS Synchro Coordinator, judges and volunteers that have reserved parking are able to park in their designated spots.

Security also ensures that cordoned off areas remain clear of spectators, (such as area roped off around the pool and the marshalling area). Only coaches and athletes have access to the marshalling area.

If possible, please have all security members wearing the same colour t-shirt or something similar to identify them as security.

If a host pool has access to walkie-talkies, they are a great way for security to keep in touch with one another throughout the competition.

Please note that all coaches attending the competition will have “accreditation cards” or name tags identifying them as coaches. Coaches have access to all areas of the pool except behind the diving boards while there are competitors in the pool.

If you have any questions regarding your duties, please contact the ALPS Synchro Coordinator prior to the competition.