

HOSTING ALPS REGULAR DIVING MEETS

1- Meet manager

Responsibilities before the meet starts:

- Ensure sufficient judges and volunteers for the officials' table. At least one table official must be a volunteer adult.
- 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.
- Send results and Judges list to ALPS

2- Announcer

Responsibilities before the meet:

- Check equipment to make sure the sound is loud enough for the divers and judges 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 plongeon 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 announce: "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.
- After events, after the referee has signed off, announce the results.

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).
- (Note that 5' is 5.5; 6' is 6.5; etc)
- 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.
- After the last dive, the final total is put in the box at the bottom
- The Calculator puts the sheet face down to keep them in order. When several have accumulated, the pile is passed back to the announcer.
- When the event has ended, the Calculator compares scores with Data Entry. All discrepancies are dealt with. If an error is caused by a difference in the recording of the judges' scores, it is normally the PAPER record that would take precedence.
- The Calculator then places the dive sheets for the event 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!!!!

Responsibilities after the meet

- Help put away equipment and material

5- Data Entry

Responsibilities before the meet:

- Ensure that the ALPS spreadsheet is loaded into the computer!
- Open the file
- **“Save as” the file with a new name** ex: 2022 07 01 BEAU at PIN.xlsx
- Fill in the info at the top of the first page - this is essential
- Next, go to each event. In the order that the referee has ordered the divers, enter each diver’s information. If the referee has not put the sheets in an order, check with the referee if he/she wishes you to do so. Basic rule - mix the two pools as much as possible. Ex: If your pool has twice as many divers, then have two of yours, one of theirs, etc. So that you don’t end up with 5 of yours together at the end of each round.
- If the steps above can be done for your team the day before - even better. Otherwise, enter as many events as possible during the general warm-up! It will be easier in a quieter location than the officials’ table.

Responsibilities during the meet:

- Listen to the announcer for the scores (don’t try and watch the judges!)
- Make sure to skip to the next diver before entering that diver’s scores!
- **When the event has ended, the Calculator compares scores with Data Entry.** All discrepancies are dealt with. If an error is caused by a difference in the recording of the judges’ scores, it is normally the PAPER record that would take precedence.
- Save the file at least after every event and at the end.

Responsibilities after the meet

- Help put away equipment and material
- Ensure that the excel file and the judges list will be sent to ALPS

6- Referee (1 of the 3 judges)

Responsibilities during the general warm-up :

- Get the Judges Entry List
- Check that all dive lists are good. This can be done by checking the computer entry. Coordinate with Data Entry to put the divers in their diving order.

Responsibilities during the meet

- After each event, check the completed dive sheets to ensure that they make sense. Initial the sheets - then results can be announced.
- During each warm-up, continue to check dive lists and complete the Judges’ Entry List

Responsibilities after the meet

- Thank the visiting judge
- Ensure that the excel file and the judges list will be sent to ALPS

For more information for Referees, consult the rule book and ALPS coordinator.

Material for a home meet:

- Rulebook
- Judges entry list
- two calculators (in case one dies)
- Windows computer with Excel sheet pre-loaded
- Pencils and erasers
- a few extra blank dive sheets

Other random notes

- Bake table coffee, hot chocolate, bagel, muffin, juice. the sales tend to be minimal. But the availability is so much appreciated!
- 30-cup coffee maker on a timer ?
- BBQ breakfast sandwiches and grill cheeses?
- Ribbons person : Divers can immediately get their ribbons once the results of an event are announced. Mark total points on the back of the ribbon
- Announcer can be a volunteer teen or a LIT

Staff needs (lifeguards and coaches)

- 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 usually closed. There needs to be a guard on chair from 8:30 until the end of the competition. Meet should be done by noon.... depending on the number of divers.
- **Coaches can't be guarding and coaching at the same time.**
- Coaches should have some extra dive sheets
- At least one coach from each pool should be poolside at all times. This also applies to Novice and Finals (staggered breaks).