**CHSSL Best Practices Dual Meets**

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|  | **Home Meet (Sat/Wed)** | **Away Meet (Sat/Wed)** |
| **Official meet start time** | 9am/5pm | 9am/5pm |
| **Away team warmup time (20 min)** |  | 8:30am/4:30pm |
| **Home team warmup time (20 min)** | 8:00am/4:00pm |  |
| **Timer/S&T Huddle time** | 8:40am/4:40pm | 8:40am/4:40pm |
| **KEY VOLUNTEERS** |  |  |
| [Volunteer](https://docs.google.com/document/d/1R7ZVjWOKRjzHQOeAesg-tK6J7h6K5IKBMeCBP41cAj4/edit?usp=sharing) Check-In:  | 2 (arrive 7:30am/3:30pm) | 1 (arrive 8:00am/4:00pm) |
| [Chaperones](https://docs.google.com/document/d/11OuVOvRRyI1fSb7e61e5vmE_x3CRVfBsgmlJOFCIXOM/edit?usp=sharing): check-in swimmers, write on swimmer id’s, lineup and deliver to clerk in heat, event order. Typically 2 per age group but at discretion of team. | 2 (arrive 7:45am/3:45pm) | 2 (arrive 8:15am/4:15pm) |
| Starter: runs the meet using team iPad and Meet Central App. | 1  |  |
| [Scorer](https://docs.google.com/document/d/1Oa2btx1uk3YkpB6FqxXh_yzmTqv0_1muXEhdt-G1QVM/edit?usp=sharing): huddles the meet and verifies results using Meet Central App. | 1 | 1 |
| Head timer: assists timers, should be knowledgeable on Meet Central App. | 1 |  |
| [Timers](https://docs.google.com/document/d/1QK8R4HrFD-Hpoh48bg5ur6S2kkKrlBHUnpfSEaJuKJU/edit?usp=sharing) : times swimmers, 3 per lane. | 16 (8 device, 8 stopwatch) | 8 |
| S&T: judges swimmers using device and Meet Central, Must be league certified/trained on summer swim league S&T standards | 2  | 2  |
| Runner: runs timer sheets to score table | 1 | 1 |
| [Heat Winner](https://docs.google.com/document/d/1JFYKQA1v7a67hRHisEemBW43P7JhQQdq1ZqOxLp_eBk/edit?usp=sharing) Ribbons: distributes ribbons to heat winners (10 and under events/all heats) | 1 |  |
| [Hospitality](https://docs.google.com/document/d/1UQQAncGD6BBCARMWoJPAiF5LDm-qj27ItA5m43YEcs4/edit?usp=sharing) : distributes waters to volunteers on deck | 1 |  |
| [Clerk of Course](https://docs.google.com/document/d/1SsIm83csKsxXiql5VhQXdlHFIkZD7HhBDyXwmxrJ7-U/edit?usp=sharing) : lines up swimmers by event, heat and lane.  | 2 | 2 |
| \*\*[Gatherer](https://docs.google.com/document/d/1C7p2RZ4Z27wVYYe8bbVvsJpguQEyzejbNrtkxdBdc90/edit?usp=sharing) (go get gender/age group) | 1 | 1 |
| \*\*Floaters: extra available volunteers to fill-in where needed | 2 | 2 |
| \*\*Tent Set-up/Take Down | 2 | 2 |
| \*\*Clean Up Crew | 2 | 2 |
| \*\*[Kiss-n-go](https://docs.google.com/document/d/19FkjildYCWk8QMgVox3L6cxNlKzigZeoI64-Kzip1bM/edit?usp=sharing) parking attendant | 1  |  |

\*\* Denotes Optional Volunteers

Note that many of these roles can be “HALF MEET” roles as determined and managed by ind. teams.

**Home Team Responsibilities:**

-Home Team should email opposing team with any cite-specific instructions 48 hours prior to the meet. (Monday for Wednesday Meet and Thursday for Saturday Meet)

-Home team should reserve at least one parking space for the Away team Lead Parent Rep.

-Home Team: watch weather forecast and inform parents ahead about a “cool-off break” when the swim meet happens to be during a VERY sunny/hot time (so they dress accordingly in clothes that can get wet or a suit).

-The Home team is responsible for releasing the results of the dual meet to the CHSSL acting President: Kristen Carmouche, kriscarmouche@yahoo.com, 919-619-2208 (can email or text)

**Away Team Responsibilities:**

-Away team should respect the guidelines set by the Home team regarding parking, team set up area etc.

-Away team should be ON TIME and ready with extra volunteers in case needed to support the meet.

-Away team should always bring their hydroxphere kit with router, ipad, extra batteries in case needed.

-Away team should always help clean up the pool deck and not leave any team items behind.

**Hydroxphere Best Practices:**

-The Home Team is responsible for setting up their HOME dual meets in the Hydroxphere Clubhouse.

 -Remember to set: “Primary Event Order”, Sort Heats “Fastest to Slowest”, Select your pool course (Meters or Yards), # of Lanes, and “FIXED” Lane Assignments with HOME team in EVEN Lanes 2,4,6,8 and AWAY team in ODD Lanes 1,3,5,7.

-The Home Team is responsible for MERGING the Heat Sheet. Lineups for BOTH teams should be ready NO LATER than: **Tuesday @ NOON** for Wednesday Meets/ **Friday @ NOON** for Saturday Meets.

-Both Teams are responsible for printing their own volunteer copies of Heat Sheets.

-The Home Team is responsible for loading the meet into Hydroxphere on their team iPAD prior to the meet, and Huddling/Scoring the Meet with the assistance of one Away Scorekeeper. (other’s welcome to shadow and learn)

-The Home Team is responsible for publishing the results to the clubhouse and saving timer sheets from meets until the end of the summer season.

-The Away Team is responsible for confirming the results within 24 hours of the published meet.

**Team Codes for Swimmer ID#:**

**CR:** CHCCR

**TE**: TEST

**BC**: BRIAR CHAPEL

**FY:** FARM-Y

**HH**: H3AC

**SP**: HSP

**HR**: HRST

**SV**: SVGC

-Swimmer ID should be written on upper right arm with two letter team code written horizontally and the numbers written below it vertically:

Ex: ***CH***

 ***1***

 ***2***

 ***3***

**Hydroxphere Team Hotline: 1-866-377-SWIM**

**Email Support:** **meetcentral@hydroxphere.com**