

MCDL Divisional Meet Positions

As MCDL Team Representatives you are responsible for part of the Divisional meet. Your responsibilities can be delegated to someone at your pool. Picking an organized person helps the meet to run smoothly.

Host Pool

As host pool you will oversee the meet and act as a floater to resolve issues without disrupting the flow of the meet. You should have gotten Divisional ribbons in your supply box in May. Shirts, & trophies can usually be picked up at the Robin Hood

Before Meet Preparation

Some pools print out a Divisional Program. This is nice but not a requirement. If you choose to do this please include your division diver's statistics from the website. If you wish, you can print them in a booklet and make them available to spectators. If the host pool doesn't want to print a program, ask if any of the other pools want to do this as a task. There are several division program samples on the website. Host pool is responsible for picking up Dual & Divisional meet trophies from the board during the Robin Hood Invitational.

Morning of meet

by 7AM on the day of Divisionals:

- ✓ Set up the pool area with tables, official's chairs, and a good PA system.
- ✓ Provide coverage for sunny or inclement weather (tents or sun umbrellas)
- ✓ Provide DD calculators, pencils, score cards, and paperweights for table.
- ✓ Provide posterboard or place to post the schedule of events and the respective volunteers.
- ✓ As pool fundraising, provide snacks, food, and beverages including coffee!
- ✓ Meet should start promptly at 8 AM !!!
- ✓ Announcer should be located in clear view of the judges chairs and should be given proper cover from
- ✓ Table workers area – at least 2 long tables
- ✓ Ribbons at least one long table
- ✓ All Star table - set away from table area to avoid crowding

Throughout Meet

Make sure as a Host that you plan for **concessions**. Divisional meets usually last from morning until 1:00 or 2:00 PM. You'll want to provide both breakfast and lunch items for sale. Provide coffee and cocoa, doughnuts, and other items depending on the weather... (lots of water, gatoraide, fruit, and ice if it is hot, and lots of coffee if it is cold).

Meet Coordinator

As meet coordinator you will be responsible for the efficient preparation for the Divisional meet accounting and to act as a go-to person for other pool coordinators who have questions or to resolve any disputes.

Before Meet Preparation

Contact reps within your division and act as focal point for answers to questions or guidance.

- ✓ Print labels for the ribbons.
General labels <http://www.mcdiving.org/box/RibbonDivLabels.doc>
doc merge labels <http://www.mcdiving.org/box/RibbonDivMergeLabels.doc>
- ✓ Print the following forms from the website.
 - ✓ Divisional Meet Results Form
 - ✓ MCDL All-Star Qualifier form
 - ✓ Print dive season spreadsheet by diver name
- ✓

Print the following documents from the MCDL web site. They can assist in running a Divisional meet and help in resolving issues:

- ✓ Referee Pre-Meet Guidelines (2007)
- ✓ Guidelines for Announcers of Divisional Meets
- ✓ Tablework Guidelines (v2005)
- ✓ Wild Card Procedures and Forms
- ✓ All Star Volunteer spreadsheet
- ✓ Wild Card Procedures and wildcard list.

Morning of meet

Throughout Meet

Before Meet Preparation

Morning of meet

Throughout Meet

Volunteer Coordinator

Download the Divisional Volunteer spreadsheet, Open the file and place pool names across the columns at the top. Save file and send to pools in your Division after the last dual meet. Ask Dive Reps to fill in their Pool column with adults and then send it back to you ASAP so you can fill in a Master spreadsheet. Tell Reps that parents should NOT JUDGE or REFREE in events with their own kids. NONE of the volunteers should be new to their positions. This is not the meet to learn! Use your best judgement in creating the Master schedule - what teams of people will work best together? Plan to use fast- talking (but clearly announcing) people as announcers. Put easy-going, even- tempered, experienced people at the table positions, place good veteran people as Referees, and use FAIR people as Judges (fair meaning unbiased, not so-so or average!).

- Redistribute this Master Spreadsheet to each pool so they can notify their volunteers.
- Print a copy and take to divisional meet

Table Coordination

As one of the meet facilitators you can run the meet, or you can designate an organized person to act as Meet Secretary and perform the following.

- During the Divisional Meet act as meet secretary and make sure that each table worker knows their job.
- Record Results on Divisional Championship Meet Results form
- Record Divisional Championship Meet Teams & Results Season Summary on form
- Record Qualifiers for MCDL All-Star meet on form
- Direct Top 4 divers to immediately visit the Allstars table for All Star registration

Announce and distribute Trophies and Ribbons during warmups as follows:

- Awards for event 1 shall be given out before event 3
- Awards for event 2 shall be given out before event 4, etc.

All-star meet Coordinator

Arrange for 2 people to man an All Star Signup table at Divisionals. After awarding ribbons in each event - Grab qualifying divers (top 3) to commit to All Stars. Give diver an All Star dive sheet and tell them to complete and turn in 30 minutes before the start of the All Star Meet. (This is new for 2010 season)

- Allstar Dive sheet- host pool should have these
- Print All Start Volunteer Spreadsheet
- Sign up PARENT on Allstar Volunteer spreadsheet as a Table worker /Judge spot

□ Take orders for Allstar t-shirt

As Allstar Coordinator, you will be relied upon to provide the best of your Division when it comes to volunteers to help us run the Allstar Meets. You know who are good judges and who are better judges, who works well at a table when there is stress and who doesn't. This is important for us to know when we, the MCDL Board, schedule volunteers for the two Allstar meets. Right after Divisionals, we ask each All Star Meet Coordinator to provide names of people who can help with Allstars, and it will help us tremendously if you give us the names of the best volunteers from your Division. Complete the Allstar Volunteer spreadsheet and return to allstars@mcdiving.org.

Wildcard Meeting Leader - Wild Card Procedures and Forms

After Divisional meet hold Wild Card meeting with Team Reps. MCDL will provide league diver rankings for the season. Familiarize yourself with who has scored the best in your division and in the league and be prepared to provide this input during the meeting. Each division has certain age groups that are very strong. If you know that a diver has consistently been among the top scorers in the league each week, make sure that this is known to the reps making the wildcard decision. Each Division can send up to three wildcard divers to All Stars. If there are not three divers deserving of a wildcard, stress that the division does not need to name three wildcards.

After all events have concluded and individual diver ribbons have been awarded. Award the two trophies to the Dual Meet and Divisional Meet winning Teams.

One of the Meet Facilitator should Check/Sign results sheets and input ALL the results on the MCDL website and send in the completed Divisional Forms:

Divisional Meet Event Scoring

Divisional Championship Team & Season Results Summary

Allstar Qualifier Form –including wild card nominees

If you have any questions, please send us an email at board@mcdiving.org

Important! If any behavior warrants, such as unsportsmanlike behavior, out-of-control parents, coaches that are not putting safety first, or other attitudes that are not within the expectations of the MCDL, please confer with the Meet Secretary and the Meet Referee(s) to decide if a warning should be given. If a warning is needed, the line of communication from you as the Host Pool should be directly to the Team Reps first. Each Team Rep is responsible for their pool's

divers, coaches, and parents. You are required to notify the Team Reps and give one warning before asking anyone to leave.

The Team Rep is expected to convey the warning. Once the warning has been given to the Team Rep, if the behavior continues, the offending person(s) may be ejected with forfeiture of their team if they do not comply.

If you have reason to believe that a volunteer is under the influence of any impairing substances, please confer with the Meet Secretary and Meet Referee(s) about the situation and handle it appropriately. Thank them for volunteering, ask them to take a break, but please get them out of a volunteer position and recruit someone else.