

## MCDL Divisional Meet Positions

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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.

### **Volunteer Coordinator**

Open **Divisional Volunteer spreadsheet**. Enter the pools in your division on lines 3 and 30. The first column goes to the host pool. 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 REFEREE 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 judgment in creating the Master schedule – what teams of people will work best together? Plan to use fast- talking (but clearly annunciating) 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 the Master Spreadsheet to each pool so pools can notify their volunteers.

**Print 3 copies and take to divisional meet to be posted in 2 places. One copy should be at the table for the Table Coordinators.**

**Sometimes Volunteer Coordinators blow up one copy and post it on an easel near the table at the meet.**

### **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.

-Sample Programs and Sample Schedule are on the MCDL website under forms <https://www.mcdiving.org/pages/forms>

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### **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 divers' 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. The host pool is responsible for getting Dual & Divisional meet trophies and ribbons from the MCDL Ways and Means Committee.

### **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 poster board 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
- 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, Gatorade, fruit, and ice if it is hot, and lots of coffee if it is cold).

**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

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speak 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.

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### **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.

#### **Generate labels**

- go to <https://www.mcdiving.org/meets>
- scroll down to the appropriate date for divisional meet
- select your division and click on the drop-down button
- follow the same steps as to print labels/scoring sheets etc. for Dual Meet, generate and print labels

Print the following documents from <https://www.mcdiving.org/pages/forms>.

They can assist in running a Divisional meet and help in resolving issues:

- Referee Pre-Meet Guidelines
- Guidelines for Announcers of Divisional Meets
- Tablework Guidelines
- Divisional Meet Event Scoring
- Divisional Meet Results Form

### **Table Coordinator**

As the Table Coordinator, you can run the table, 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 3 divers to immediately visit the All Stars table for All Star registration

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- 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.

After all events have concluded and individual diver ribbons/medals have been awarded:

- Award the two trophies to the Team Dual Meet and Team Divisional Meet Champions.
- The Table Coordinator should Check/Sign results sheets and input ALL of the results on the MCDL website and bring completed Divisional Forms to All Star meets or give to a member of the MCDL Board or Steve Bettinger (All Star Meet Manager)

### **All-Star Coordinator**

Before the Divisional meet be sure to print the All-Star Qualifier Form, the registration QR code, and instruction sheets for divemeets.com registration.

Arrange for 1-2 people from your pool to staff an All-Star Signup table at Divisionals.

After each round of awards by event, have announcer direct all qualifying divers – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place divers to come to the All-Stars table.

At the table confirm with all qualifying divers (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> placing) if they will attend the All-Stars meet. If one of the top 3 cannot attend All Stars call the 4<sup>th</sup> placing diver to the All-Stars table and offer the 3<sup>rd</sup> All-Stars slot to that diver. Confirm if that diver will be able to participate.

Record confirmed All-Star divers on the All-Stars Qualifier Form.

Display the registration QR code at the table and encourage All-Star Qualifiers that do not already have a divemeets.com profile to create one at the table. Display the instruction sheets for this process. At a minimum, explain to each All-Star qualifier the requirement to establish a [divemeets.com](https://divemeets.com) account (free) ASAP if not already registered. Divers whose coach is not already registered on divemeets.com can select Noah Ehrenberg as their coach to complete the

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registration.

All-Star divers will submit their dive sheets through [divemeets.com](https://divemeets.com) which must be completed by 10am, Tuesday, July 22.

If you have any questions, please send us an email at [board@mcdiving.org](mailto:board@mcdiving.org)