

# Hosting an MCDL Dual Meet

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## WEDNESDAY BEFORE THE MEET:

- **COMMUNICATION**

- **Email Reps of Visiting Team** with instructions and any special requests
  - What time they should arrive for warm-ups
  - Parking situation
  - Concessions (What you will have available or, as in the case of 2021 - what you will NOT have available, etc.)
  - Let them know that you will provide water (and snacks if you are) for the judges and table workers

- **VOLUNTEERS**

- Make sure you have your volunteers signed up for the different jobs. Home team provides the Announcer, the Referee, 2 Judges (per half), 3 Table Workers (per half - 2 working on score sheets and 1 Ribbon Writer), and the Meet Secretary (who might also have to double as your team's Ribbon Writer depending on your volunteers).

## DAY BEFORE THE MEET:

### **Print Labels for Your team and the Meet Roster**

- **LABELS:**

- Go to the MCDL website and go to the "Meets" tab and click on "Schedule & Results".
- Find the meet and click on the arrow in the box to the right.
- Choose "Labels". That will take you to a page that says Label Options
- Check the boxes "Only Print [Your Team] Labels" and "Fill Last Sheet with Spare Labels".
- That will create a .pdf file that you need to either Save and print, or just print.

- **MEET ROSTER & RESULTS:**

- Go back to the Meets page and click on the down arrow again and this time click on "Print Scoring Worksheet"
- That takes you to the page where the roster with the check boxes are. There is a small box to check for Exhibition and/or Diving Up, and a rectangular box for entering the divers' scores.
- Both Home and Visitor have access to that page.
- **Either save this as a .pdf file or print directly from the webpage. You should print 2 copies of the entire thing - 1 for you and 1 for the visiting team.**

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## DAY OF MEET

### ● SET UP:

- Set up the tables for the Announcer, 6 Table Workers & 1 Meet Secretary or just the 6 table workers (if your Meet Secretary is acting as your Ribbon Writer).
- Set Up Chairs for Judges & Referee. Provide Scoring books for 5 Judges.
- Set up a sound system for Announcer and arrange for the National Anthem.
- Set up a seating area for visiting team divers.

### ● CHECK DIVE SHEETS:

- Reps should double check that all dive sheets have the correct DD for the age group (specifically, for 12-Unders ALL Front Dives are 1.3, and ALL Back Dives are 1.6 regardless of what the position is).
- If a diver is “Diving Up” make sure it’s noted on the dive sheet which dive they wish to drop for their score in their actual age group. **This must be done BEFORE the event starts.**
- If a diver is “Exhibition” make sure that it’s written clearly on the top of the dive sheet.

### ● TABLE & TABLE WORKERS:

- Make sure someone who is knowledgeable is in the last Ribbon Writer position (or again - have your Meet Secretary fill that position).
- Provide 2 Notebooks (1 each for Positions 2 & 4). Provide calculators and pencils for every position and pens for Positions 5 & 6 for writing on ribbon labels.
- Provide 10 sets (1 per event) of 1st, 2nd, 3rd & 4th place Ribbons and also have Participant Ribbons available for each event.
- **Table Workers:**
  - Position 1: (Visitor) Writes Judges Scores on Dive Sheets, crosses off high and low and then adds the 3 remaining scores;
  - Position 2 (Home): Writes Judges Scores in notebook to check #1’s math.
  - Position 3 (Visitor): Calculates DD (Raw Score x DD = Total Points) and writes scores on dive sheet.
  - Position 4 (Home): Calculates DD to check #3’s math. Subtotal and Total sheets.
  - Position 5 - (Visitor): Ribbon Writer - Records end of event results on their copy of the Scoring Worksheet and also records scores on their team’s individual labels.
  - Position 6 (Home): Records same on their copy of the Scoring Worksheet and their team’s labels. **When you know which divers are not competing, cross off their names on both the Scoring Worksheet and the labels sheet.** That will ease confusion when it’s time to enter scores.
    - Put the labels on the ribbons and put the completed ribbons in the folder for the age group (highest on the bottom, lowest on top) for the announcer.

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- If you have a dedicated Meet Secretary, the Meet Secretary records the scores on the carbon Dual Meet Results sheet form.
- If you don't, then the Meet Secretary takes Position 6 and does all of the above.  
***Note: No team can sweep an event. If one team places 1, 2 & 3, write the correct diver in as the 3rd place winner, but give the other team the 1 point for 3rd place.***

### **EVENING AFTER or DAY AFTER MEET**

#### ● **ENTER MEET RESULTS**

- Go to the MCDL website and go to the "Meets" tab and click on "Schedule & Results"
- Find the meet and click on the arrow in the box on the right.
- Choose "Results".
- Enter the scores
  - Make sure you click on the boxes for Exhibition Divers and if they are Diving Up.
- Click on "Submit Scores"
  - **MAKE SURE EVERYTHING IS CORRECT AND MATCHES PAPER COPY.**
- Click on "Publish"
- **YOU'RE DONE!**