

Region II

Swimming/Diving

MEET HANDBOOK

Adopted 3/12/05

REGION RESPONSIBILITIES

- Region II personnel will establish the site and date of the Region II Swimming/Diving Championship Meet.
- Region II personnel will help determine the appropriate awards according to Region II standards.
- Region II will designate the Swimming/Diving Director from a Region II School.

REGION II HOST SCHOOL RESPONSIBILITIES

- A Meet Director will be selected by the Region II Host School.
- Information on transportation and housing options will be developed and distributed by the Region II Host School/Meet Director.
- Develop and print programs if desired.
- Participating schools must be current active members of Region II.

MEET DIRECTOR RESPONSIBILITIES

The Meet Director will:

- In cooperation with the Region II personnel identify the location and dates of the meet.
- Inform the Region II schools of the meet location and dates.
- Develop and send preliminary information letters providing the pertinent information related to the meet, i.e. housing, food, times of the sessions, coaches meeting, review of pertinent rules per state and national handbooks, as well as a team roster with times, etc.
- Conduct a pre-meet coaches meeting
- Contact media
- Select officials and other meet management personnel, i.e. announcer, computer operator, hospitality supervisor, concession stand supervisor, gate personnel
- Select Meet Board of Control and Appeal committee. (Usually Meet Director, host school AD or Activity AP and Meet Referee)
- Make locker room assignments
- Schedule award ceremony
- Provide a tournament financial statement to the participants and the Region II secretary within 30 days of the completion of the meet. Failure to submit this report will result in:
 1. Letter sent to host school principal.
 2. Letter sent to host school superintendent.
 3. Letter sent to host school's school board.
- A report of results will be submitted to ASAA immediately upon conclusion of the Meet.