

# Bay Area Conference Swimming Championships

Meet Handbook



BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

**TABLE OF CONTENTS**

Timeline	3
Post-Season Coaches' Meeting	3
Championship Meet Date and Location	3
Pre-Season Coaches' Meeting	4
Championship Meet Job Titles and Descriptions	4-6
Entries	6
Scoring	7
Hospitality	8
Contingencies	8-9
Appendix A	10
Appendix B	11-12
Appendix C	12
Appendix D	13-14
Appendix E	14
Appendix F	15
Appendix G	16

## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

### Timeline for Planning of Championship Meet

- **End of May/Early June:** Set championship meet date and pool site [usually at post-season coaches' meeting] **Rental & Equipment budget: \$1700**
- **October/November:** Assign championship meet team responsibilities [usually at pre-season coaches' meeting]
- **Late March/Early April:** Entry instructions sent out to coaches
- **Championship meet: Entries due by Monday, 5p.m. the week of the championship meet. Entries are to be submitted to the Tournament Director by fax or email.**
- **Wednesday before championship meet date:** Optional coaches' meeting
- **Submit the total number of students from each school participating in the championship event to the BAC office immediately following the swim meet.**

### Post Season Coaches' Meeting

This meeting is usually held 2-3 weeks after the BAC championship meet and is determined by one or both of the current league representatives. The purposes of the meeting are as follows:

- Revisit the current season and tie up loose ends
- Suggest improvements and discuss ways to enact such improvements
- Announce the following years' league representatives
- Announce the host(s) for the following year's championship meet
- Announce the following year's meet location

### Championship Meet Date and Location

- The championship meet date ideally is on the Saturday 1 or 2 weeks prior to the North Coast Section [NCS] Swimming Championship meet date [go to <http://www.cifncs.org> for the NCS meet date].
- The championship pool site should have at minimum:
  - A 25 yard pool with 8 lanes for competition
  - A warm-up/warm-down area in addition to the 8 lanes
  - Enough deck space to accommodate at least 350 swimmers
  - Ideally touchpads and electronic timing and starter system
- Past sites include: Mills College, Miramonte High School, and Indian Valley College [Novato]
- Once a meet location is determined, the league representative(s) should notify the Bay Area Conference immediately so that a deposit can be placed and a certificate of insurance ordered
- There are only so many qualified pools and with most leagues contesting their championships on similar weekends, it is imperative that this process start early

## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

### **Pre-season Coaches' Meeting**

This meeting is usually held sometime in late October or early November and is determined by one or both of the current league representatives. The purposes of the meeting are as follows:

- Attend to any matters still outstanding from the post-season coaches' meeting
- Finalize the upcoming season dual meet schedule [one or both of the league representatives should create the dual meet schedule prior to the meeting]
- Assign or volunteer for team responsibilities for the championship meet [see Jobs and Tasks Section for a list of descriptions]
- Review rules and procedures for swimming as outlined in the BAC Handbook

### **Championship Meet Job Titles & Descriptions**

The championship meet is a collaborative effort between all schools participating in the championship meet. In the past, two schools [one each from the BCL-West and BCL-East] are designated [by the BAC Conference] the host schools for the meet and the two schools are responsible for the primary meet organization. The other schools, however, are expected to assist in the meet by providing volunteers for various job titles and tasks. The following is a rough breakdown of required job titles:

- **Meet Director:** Oversees the entire meet from beginning to completion. This role is usually filled by the coach(s) of the one or two schools designated to host the meet. Key responsibilities are:
  - Organize and call meetings as necessary
  - Determine pool site and meet date with feedback from coaches
  - Notify conference office about pool deposit and certificate of insurance
  - Remind the conference to order meet awards [ribbons, trophies, medals] in a timely manner
- **Head Parent Liaison(s):** It is a good idea for the meet director to assign a parent(s) to oversee the meet the day of the championships. This will allow the meet director, usually a coach as well, to focus on coaching his/her team. Key responsibilities include:
  - Confirm all volunteers have checked in the day of the meet
  - Supervision of warm up at the start of the meet including enforcing feet first entry, opening up dive lanes and push pace lanes, and discouraging horseplay
  - Check in with all volunteers throughout the meet and offer support as needed
  - Ensure the meet is on schedule and provide feedback to meet director
  - Assist meet director as needed
  - **For a to-do checklist on the day of the meet, See Appendix A**
- **Head Timer:** Oversees all aspects of timing the meet but mostly responsible for running the automatic timing software program. Usually, also responsible for meet entries, so should have experience working with Meet Manager or some similar entries software program. Head timer is often on staff and comes with the pool site rental. Other responsibilities include:
  - Lead back-up timer for all events
  - Assisting the head starter

BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

- o Assist with scoring
- o Assist with judging of relay exchanges
- **Head Starter:** Responsible for starting each individual race of the meet. This person should be familiar with operating an electronic starter and timing system. Other responsibilities include:
  - o Judging false starts
  - o Double check all swimmers are at the blocks for each heat
  - o Assist stroke & turn judges
  - o Ensure the meet is on schedule by starting races in a timely manner
  - o **For instructions on the proper command for a race start, see Appendix B**
- **Announcer:** Responsible for dispensing all needed information to the coaches, swimmers, and spectators. Key responsibilities include:
  - o Announcing warm-up/warm-down times, push pace lanes, dive lanes
  - o Clearing the pool for competition
  - o Announce coaches' meeting time and location
  - o Announce general meet rules such as feet first entry, no horseplay, no loud music, no glass
  - o Announce team standings and any other results
  - o Announce events [swimmers' names optional]
  - o **For an announcement transcript, see Appendix C**
- **Stroke & Turn Judges:** Responsible for overseeing safe relay exchanges and making sure swimmers adhere to the rules of each stroke and swim event. Stroke & turn judges should be USA Swimming certified. Ideally, the meet should have 4 strokes and turn judges, two at each end of the pool. If the starter is USA Swimming certified, he/she can serve a dual role as stroke & turn judge. Realistically, and based upon the last couple of years, one or two stroke & turn judges is more likely. In the case of only one or two stroke & turn judges, only relay exchanges will be called and coaches will be responsible for making sure their swimmers adhere to the proper strokes of each event. If only relay exchanges will be called, stroke and turn judges do not have to be USA Swimming certified. Go to <http://www.pacificswimming.org> for a list of USA Swimming certified stroke & turn judges.
- **Back-Up Timers:** A minimum of two back-up timers is required per lane. Back up timers should watch and listen for the commands from the Head Starter to start their stop-watches. For each race, two timers will start and stop a watch for the individual swimming and one timer, or a third individual, records the swimmer's time. A second timer, or third individual, is responsible for pushing the back-up finish button when the swimmer completes the race.
- **Awards:** The awards table usually requires 2-4 individuals who assign awards for corresponding finishes. Responsible for sticking finish labels on corresponding awards for each swimmer. In the absence of labels, volunteers handwrite the swimmer's name, circle the events and write the finished time on the award based on the results they receive. Awards are then divided and stored by team and given to the appropriate coach at the conclusion of the meet. For the championship meet, awards are broken down by the following:
  - o Varsity Girls and Boys 1<sup>st</sup> – 3<sup>rd</sup> place: medals
  - o Varsity Girls and Boys 4<sup>th</sup> – 6<sup>th</sup> place: ribbons

## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

- o No medals or ribbons for JV events
- o Trophies for the following overall league champions: Varsity Girls and Boys BCL-East; Varsity Boys and Girls BCL-West, JV Girls and Boys BCL-East; and JV Girls and Boys BCL-West
- **Scorer:** Usually one or two individuals, the scorer(s) is responsible for double-checking and operating the computer scoring system. The scorer should have experience with Meet Manager or some related scoring software. Once again, as with the head timer, most pool sites have on-staff personnel to score. At the conclusion of the meet, the scorer tallies dual meet season points with championship meet points to determine league winners [the Meet Director or the Parent Liaison can also do this].
- **Runner:** This individual is the go-between and serves as communication between the head timer, back-up timers, awards volunteers, and scorer. Some responsibilities include:
  - o Dispensing lane assignment sheets to back-up timers to record swimmers time as well as collect time sheets
  - o Hand any DQ slips from the head timer to the scorer
  - o Assist head timer, back-up timers, and scorer(s)
  - o When possible, start a stopwatch at each race just in case back-up timers have a malfunction

### Entries

The following guidelines must be followed when completing entries for the championship meet:

- A team may only enter a maximum of 4 swimmers per individual event per division [varsity girls, varsity boys, JV girls, JV boys]
- A team may enter two teams per relay event per division but only one relay team [the fastest] will score points
- An individual can enter a maximum of 4 events, of which, no more can be 2 individual events [i.e. a swimmer can be in 3 relays and one individual but not 3 individual and one relay]
- Please use the correct event numbers and team abbreviations [**see Appendix D**]
- Entries must be submitted before the entries deadline and no entries will be added after the deadline [unless the mistake is the fault of the meet director or entries staff]
- Changes [e.g. times, name spelling, etc...] can be made to existing entries that meet the deadline date

## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

### Scoring

The following guidelines must be followed when scoring for the championship meet:

- A swimmer must have participated in at least half of the dual meet season in order to be eligible to score in the championship meet and must be attending a school that has officially participated in the dual meet season.
- If a swimmer participates in the BAC meet and is not on a team that participated in the dual meet schedule, That swimmer cannot score, but the swimmer is still eligible for awards [medals and ribbons]-this rule can be changed at the discretion of the coaches
- A team must have participated in the dual meet season in order to place in the league standings
- BAC Meet Overall Champion Individual scoring(East and West together): For individual events, the top 12 finishers score and the point breakdown for first through twelfth respectively is: 16, 13, 12, 11, 10, 9, 7, 5, 4, 3, 2, 1
- BAC Meet Overall Champion Relay scoring(East and West together): The top 12 teams score in relay events but the points are worth double those of the individual points [32, 26, 24, 22, 20, 18, 14, 10, 8, 6, 4, 2] and only one relay team [fastest] can score per school
- League Champion Individual scoring for East and West: For individual events, the top 6 finishers score and the point breakdown for first through 6th respectively is: 8, 5, 4, 3, 2, 1
- League Champion Relay scoring for East vs East and West vs West: The top 6 teams score in relay events but the points are worth double those of the individual points (16, 10, 8, 6, 4, 2) and only one relay team [fastest] can score per school
- League Champion winners are determined by the following:
  - Scoring East vs East and West vs West will be used in determining the rankings and League Champions.
  - Schools are ranked first through last by win-loss records for the dual meet season. There are eight different categories that need to be ranked: Varsity Girls and Boys BCL-East; Varsity Boys and Girls BCL-West, JV Girls and Boys BCL-East; and JV Girls and Boys BCL-West
  - After ranking, the number of schools determines the number for points assigned. For example, if there are twelve schools, the first place school [school with the best win-loss record] is assigned 12 points. The second place team is assigned 11 points and continues down until the last place team is awarded 1 point. In the event of a tie, the two teams are awarded that place plus the place immediately after and the corresponding points are awarded. For example, if a tie for 2<sup>nd</sup> place, take the points for 2<sup>nd</sup> and 3<sup>rd</sup> [in this example, 11 and 10] and add them and divide by 2 to determine the points for each team [in this example, each team is awarded 10.5 points]. The next best win-loss record team is awarded 2 places down [in this example, no third place is given and the next team is awarded 4<sup>th</sup> place and the corresponding points [9].
  - Schools are then ranked first through last, in each of the eight categories [Varsity Girls and Boys BCL-East; Varsity Boys and Girls BCL-West,

## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

etc...] by the finish in the championship meet. Once again, the number of participating schools determines the number of points to start. If there are twelve schools, then the first place team is awarded 12 points and so on until last place earns 1 point. In the event of a tie, use the same formula as described above.

- o Combine the points from the dual meet season with the championship meet points and the teams are ranked first through last in each of the eight categories. In the event of a tie, co-champions are declared.



## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

### Hospitality [optional]

This is optional but some teams have had hospitality for the timers and the coaches. Hospitality serves food and drinks to the timers and coaches throughout the meet.

### Contingencies

- In the case of having Meet Manager or some entries software program but no electronic timing system:
  - The meet manager or some similar software program will create the heat and lane assignments for the meet
  - Once heat and lane assignments are complete, have the software print out all the heat assignments for lane 1 by event numbers. Do the same for lanes 2-8. The day of the meet, the back-up timers will have a list of all the swimmers assigned to that particular lane by event and heat. The swimmers will report to their assigned lanes and the back-up timers will confirm the swimmer is in the correct heat and event. After each heat, the back-up timers will record a minimum of three times [from three different timers per lane], circling the middle time for the swimmer. After all the heats are complete, the runner will then come by at the end of each event, and collect the recorded time sheets. The runner will then pass the sheets onto the scorer.
  - A minimum of three back-up timers per lane is required
  - Results need to be entered into the Meet Manager or entries software program and the software program can score the meet electronically
  
- In the case of no Meet Manager or some entries software program and no electronic timing system:
  - The heat and lane assignments are completed during a seeding meeting 3-7 days prior to the meet. A school must send a representative [usually a coach] to the meeting in order to participate in the championship meet.
  - Prior to the meeting event cards are mailed out to the coaches, usually 2 weeks in advance of the seeding meeting. Event cards can be ordered through the conference office; also, most swim shops sell the pink [girls] and blue [boys] event cards. Ideally, the event cards should be ordered before the start of the swim season.
  - Once the seeding of heat and lane assignments begin, no more changes can be made to the entries since coaches have now seen other teams' line-ups
  - To assign heat and lane assignments, the following collating needs to occur:
    - First, separate pink from blue cards [girls from boys]
    - Second, separate the cards by event numbers [***for a list of event numbers, see Appendix D]**]*
    - Then organize the cards from fastest to slowest entry times

## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

- With these collated stacks of cards, heat and lane assignments can be designated using the following guidelines:
  - A heat must have a maximum of 8 swimmers and a minimum of two swimmers
  - The heats should run from slowest to fastest per event, with heat 1 being the slowest heat
  - The fastest heat or the last heat should be at full capacity with 8 swimmers, thus, when seeding, start filling the fastest or last heat with 8 swimmers
  - In the event that there is only one remaining card for the first or slowest heat, take one card from the previous heat and place this entry in the heat with the sole swimmer; thus, there will be 7 swimmers in one heat and 2 in the other heat [which is the first or slowest heat of the event]
- Now that heat and lane assignments are done by events for both girls and boys, the information must be typed onto a document like Microsoft Word **[an example of the document can be found in Appendix E]**
- Once all the information has been typed, a meet program can be printed for all the coaches listing the event number and title and the heat and lane assignments for each swimmer from slowest to fastest
- Now, take the pink and blue collated cards and start separating first by lane number, second, by event number and finally, by heat number [regardless of color, i.e. sex]
- When complete, there should be eight stacks of cards, one for each lane 1-8, in order of event numbers and within each event, by heat numbers
- The meet director will store the cards to be handed out to the back-up timers from each lane the day of the meet
- Once all heats of a particular event are complete, the runner will pick up all the event cards, filled out by the back-up timers, and hand them to the scorer

BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

**APPENDIX**

**Appendix A**

**Example of Meet Director Checklist and Timeline**

- 7:15 am** Check in with the Head Timer concerning entries, timing, etc...
- 7:30 am** Check pool set-up
- Three chairs at end of lanes 1-8
  - Caution tape around timing table
  - Awards table set up between locker rooms
  - PA system set up
  - Heat and lane assignments are posted
  - Shade structures and tables are set up, ideally this is done the night before **[see Appendix F for a pool layout]**
- 7:30-8:30 am** Supervise warm-up; no diving, feet first entry, no horseplay  
bring BIG cones to be placed on all starting blocks; designate two dive lanes and one push pace lane 45 minutes after general warm-up begins
- 8:30 am** Coaches' meeting for scratches only [no additions/changes]; remind coaches to staff their designated lanes with timers, stopwatches, and a clipboard
- 8:50 am** Make sure head referee/starter and stroke and turn judges are in place; make sure each school has staffed their assigned lanes with stopwatch, clipboard, pen, heat/lane assignments; make sure announcer is clearing the pool and announcing the first event to meet behind the blocks
- 9:10am on** Observe and be support for head timer, scorer, and the officials; also check
- Are swimmers behaving appropriately in the warm-up/warm-down pool?
  - Are lanes still appropriately staffed
  - How are the runners doing?
  - How is the awards table doing?
  - Walk around and remind coaches to have their teams clean up after themselves
  - No boom-boxes, all music must have headphones
  - During the 500 free remind lap counters not to turn the counters until the swimmer has flipped on the starting end of the pool
- Meet's end** calculates scores and declares league champions  
Take down and clean up

## BAY AREA CONFERENCE SWIMMING CHAMPIONSHIP MEET HANDBOOK

### Appendix B

In the past, the BAC Conference used a more traditional start, utilizing voice commands rather than whistle blows, which is the start used by the North Coast Section [NCS]. Preferably, the BAC should start using the whistle blow to start be consistent with the NCS. Both types of start are explained below:

- Voice Command Start: At the commencement of each heat, the starter will instruct the swimmers with the following series of voice commands:
  - “Swimmers to the blocks” [to call swimmers behind the blocks]
  - “Swimmers step up” [to call swimmers to the top of the blocks; once up, the swimmer must have at least one set of toes over the front edge of the block]
  - In the event of backstroke, the command “Swimmers you may enter the water” should replace the previous step up instruction, followed by “Swimmers place your feet” [to allow swimmers in the water and to call them to grip the blocks and place their feet on the wall respectively]
  - “Swimmers take your marks” [to have swimmers come to the ready position to start the race; there should be no movement from the swimmers whatsoever after this command; if movement occurs, the starter should call the swimmers back up to the standing position and retry]
  - If the starter sees no movement, the start button is pushed to signal the start of the race
  - If the starter sees a swimmer move, starts early, or executes some movement that gives that swimmer an advantage, the swimmer is disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the starter of the penalties, and start again.
- Whistle Blow Start: At the commencement of each heat, the starter will instruct the swimmers with the following series of whistle blows:
  - The referee shall signal to the swimmers by a short series of whistle blows to remove all clothing except for swimwear
  - A single long whistle blow instructs the swimmers to take their positions on the starting platform, with at least one foot at the front edge of the starting platform before the command “Take your mark.”
  - In the event of backstroke, there will be 2 long whistle blows. The first long whistle blow instruct the swimmers to enter the water. The second long whistles blow instruct the swimmers to place their feet and grab either the wall or starting block before the command “Take your mark.”
  - “Swimmers take your marks” [to have swimmers come to the ready position to start the race; there should be no movement from the swimmers whatsoever after this command; if movement occurs, the starter should call the swimmers back up to the standing position and retry]
  - If the starter sees no movement, the start button is pushed to signal the start of the race
  - If the starter sees a swimmer move, starts early, or execute some

BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

movement that gives that swimmer an advantage, the swimmer is disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the starter of the penalties, and start again.

## Appendix C

- Warm-up Announcements:
  - “The competition pool is open for general warm-up. Feet first entry only, no diving. No horseplay. No running.” [repeat several times at the beginning of the meet]
  - “Lanes \_ & \_ are now open for dive starts. Lane \_ is for push pace.” [consult the meet director and find out the designated lanes and time for when the dive and push pace lanes will open]
  - “All back-up timers should report to their lanes. Here are the following lane assignments: Lane 1, \_\_\_\_\_ school, lane 2, \_\_\_\_\_ school”...[and so on for each lanes 1-8, consult meet director for information; repeat several times 20 minutes before the start of the first race until lanes are fully staffed]
  - “The competition pool is now closed for warm-up. Please exit the competition pool.” [announce 10 minutes before start of the first race and repeat until the competition pool is clear]
- During the Meet
  - Announce event number, name of the race and heat number. For example, “This is event number 1, varsity girls 200 Medley Relay, heat 1.”
  - Once a race begins, it is optional to announce the lane assignments like swimmer’s name, school and the assigned lane. For example, “In lane 1, Stephanie Snyder, Bentley. In lane 2, Michele Lee, Convent.”
  - Periodically announce team scores and places
- Conclusion of Meet
  - Remind teams to clean up their areas
  - Final standings for the league and declare champions [meet director may announce this]

BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

**Appendix D**

EVENT #	EVENT
1	Womens Varsity 200 Medley Relay
2	Mens Varsity 200 Medley Relay
3	Womens Junior Varsity 200 Medley Relay
4	Mens Junior Varsity 200 Medley Relay
5	Womens Varsity 200 Freestyle
6	Mens Varsity 200 Freestyle
7	Womens Junior Varsity 100 Freestyle
8	Mens Junior Varsity 100 Freestyle
9	Womens Varsity 200 Individual Medley
10	Mens Varsity 200 Individual Medley
11	Womens Junior Varsity 100 Individual Medley
12	Mens Junior Varsity 100 Individual Medley
13	Womens Varsity 50 Freestyle
14	Mens Varsity 50 Freestyle
15	Womens Junior Varsity 50 Freestyle
16	Mens Junior Varsity 50 Freestyle
17	Womens Varsity 100 Butterfly
18	Mens Varsity 100 Butterfly
19	Womens Junior Varsity 50 Butterfly
20	Men Junior Varsity 50 Butterfly
21	Womens Varsity 100 Freestyle
22	Mens Varsity 100 Freestyle
23	Womens Junior Varsity 200 Freestyle
24	Mens Junior Varsity 200 Freestyle
25	Womens Varsity 500 Freestyle
26	Mens Varsity 500 Freestyle
27	Womens Varsity 200 Freestyle Relay
28	Mens Varsity 200 Freestyle Relay
29	Womens Junior Varsity 50 Backstroke
30	Mens Junior Varsity 50 Backstroke
31	Womens Varsity 100 Backstroke
32	Mens Varsity 100 Backstroke
33	Womens Junior Varsity 50 Breaststroke
34	Mens Junior Varsity 50 Breaststroke
35	Womens Varsity 100 Breaststroke
36	Mens Varsity 100 Breaststroke
37	Womens Junior Varsity 200 Freestyle Relay
38	Mens Junior Varsity 200 Freestyle Relay
39	Womens Varsity 400 Freestyle Relay
40	Mens Varsity 400 Freestyle Relay

BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

**Appendix D [cont'd]**

**List of Team Names and Abbreviations to Use:**

Athenian (ATH, ATJV)  
Bentley (BEN, BEJV)  
California School for the Deaf (CSD, CDJV)  
College-Prep (CPS, CPJV)  
Chinese Christian (CCH, CHJV)  
Contra Costa (CCC, CCJV)  
Convent (CSH, CSJV)  
Crystal Springs (CSU, CUJV)  
Head-Royce (HRS, HRJV)  
International (IHS, IHJV)  
Lick-Wilmerding (LWS, LWJV)  
Marin (MAC, MAJV)  
San Domenico (SDO, SDJV)  
Stuart-Hall (SHS, SHJV)  
University (UHS, UHJV)

\*This list is from 2008 participating schools [schools entering and leaving the league need to be added/deleted]

**Appendix E**

Sample Word document for heat and lane entry

**Event #15: Junior Varsity Girls 50 Yard Freestyle**

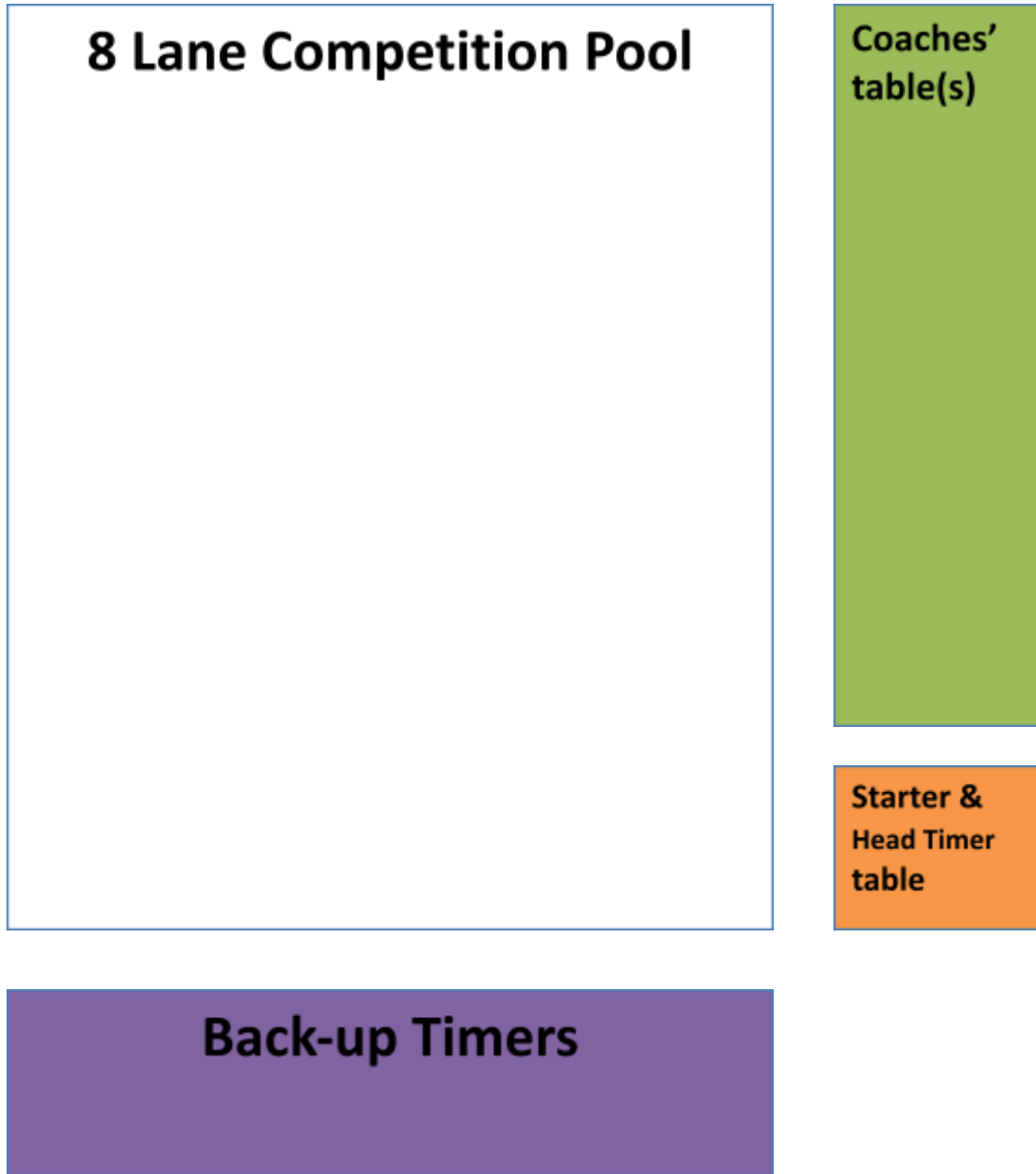
Heat	Lane	Swimmer	Entry Time	School	Time	Place	Points
1	1	Chuang, Charlene	NT				
1	2	Gupta, Anjali	0:46.84				
1	3	Smith, Samantha	0:38.00				
1	4	Wells, Nicole	0:36.25				
1	5	Bonet, Anjanine	0:41.33				
1	6	Santos, Christine	0:42.89				
1	7	Stroik, Jessica	0:58.21				
1	8	Gonick, Sophie	1:00.21				

BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

**Appendix F**

Example layout for setup of pool during championship meet

- Ideally shade structure over back-up timers, coaches' table(s), and starter/head timer table
- Yellow lines indicate caution tape to rope off area





BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

**BAC CHAMPIONSHIP SWIMMING AWARDS**

**The Championship Directors will present the following awards at the conclusion of the Championship Meet.**

**League Championship Perpetual Trophies** (have previous year champion teams bring trophies to the championship meet).

**Remember: PRESENT AT THE CONCLUSION OF THE MEET**

- BCL East Boys
- BCL East Girls
- BCL West Boys
- BCL East Girls

**Medals are presented immediately following the final event:**

1,2, 3rd place finalists/Gold, Silver, Bronze

**Ribbons are presented immediately following the final event:**

Varsity-4,5,6th place finalists/Pink, Yellow, Green

**1st & 2nd Team All-League Certificates-*Championship Director to submit to the BAC office the BCL East and BCL West Varsity results using "All League Form-Appendix A" found on the BAC Website.***

**Note: Please be sure of the accurate spelling of the participants.**

BAY AREA CONFERENCE SWIMMING  
CHAMPIONSHIP MEET HANDBOOK

**BAC CHAMPIONSHIP SWIM MEET**

Event #/Name	Lane	Name	Position	Stroke

**BAC CHAMPIONSHIP SWIM MEET**

Event #/Name	Lane	Name	Position	Stroke