

# Hy Tek Training for the Atlanta Swim Association

## Equipment Needs

Laptop, Laser Printer, Paper, Labels, Shade, Surge Protector, External Storage (Flash Drive)

**Team Manager** – This is the software you use to manage your team roster, meet entries and meet and team statistics for the season. A number of teams are using Swimtopia or Team Unify for this portion of their roster management, meet entries and result import post meet, this is perfectly fine and an option for teams.

### **I. Setting up your team's database (Under Setup – Preferences - System Preferences)**

- a. Open your team's database. You are American's from Georgia.
- b. The system age up date is 05/31/19. (THIS IS NEW FOR 2019)
  - c. The meet age up date is 05/31/19. (THIS IS NEW FOR 2019)
- d. If you are using an existing database be sure to Age Up your swimmers. Once you have changed the age up date in the system be sure to click on the Age Up button to age up all athletes in your system. This can be done under Setup and System Preferences.

### **II. Setting up your team information**

Use the Team tab to add your team and complete the info requested. Use a maximum of 4 letters for your team's abbreviation. Please use your neighborhood name when naming your team and creating your abbreviation. You do not need to repeat this step if your team has already been set up.

### **III. Adding your swimmers from your registration provider (If you are not using Team Manager for roster and lineup management you can skip these steps)**

- a. Before you go through the following steps backup your current database by selecting File Backup and then follow the prompts. Before importing your swimmers from your registration provider make sure you age up your swimmers from last year. Once you have done that, go into last year's Athlete list and click on the box for show inactive athletes. You will want to click this Inact box for each of your swimmers from last year. This will allow you to know who was on your team last year and has not registered for this year.
- b. To import your swimmers from your online registration provider by selecting File – Import –Team Registration Online or File Import Athlete Rosters. If you select Team Registration Online, input your team's username and password, and select a date range from Jan 1 of the current year to today's date, and then select Download Team SIGNUP. This should prompt a box showing your team, select the last team listed (the one on the bottom). Select Download Team SIGNUP again. This will prompt a screen with your team's roster that will allow you to view the info you are importing, edit any info you want to change before import and de-select any athletes you don't want to import. Select your team under "Assign New Athletes to Team" and then select Import Selected Athletes. If you select Import Athlete Rosters then find the roster file generated by your registration provider and double click that file.
- c. To view your team's current registration log onto your registration provider's system and use your team's username and password.
- d. To manually enter swimmers who have not gone through your online registration provider click on the Athletes tab and Add Athletes to enter your team.
- e. Complete the information requested.
- f. If you enter birth dates the system will automatically keep track of the age of the swimmers as long as you use the system not just this season.
- g. You can use the roster from last season and simply update any contact info or add the new swimmers. Select Athletes and double click on any athlete on that screen to edit their information. You can also make swimmers "Inactive" to keep them in the system, but not have them appear when doing a lineup, this allows you to keep their results in the system. You should not delete a swimmer from the athlete menu, unless you want to lose all their data, including their results.

### **IV. Setting up your meets**

Select the Meets tab to create the meet in the computer. Click on Add to create the meet and complete the information requested to set the meet up (date, location, course, etc....). You can import a sample meet setup with the disk you have been provided. From the main menu select File – Import – Meet Events. Select the applicable meet. This will provide you a sample meet that will allow you to copy events for future meets for your season.

## V. Adding or Editing Events

Once you have set up the meet click on Events to add the events. From the main menu select File – Import – Meet Events. Select the applicable meet. After you have imported the event file you will have a meet to copy the events from. Use the Copy Events From button to copy the events from one meet to the next. Make sure you are copying a metric meet to a metric meet or a yard meet to a yard meet.

## VI. Pre Entering Swimmers For the Meet

Teams may choose to identify swimmers who will not be able to be at the meet for that week. This will prevent them from appearing in any of the meet entry screens or eligibility reports coaches use to set up their entries. To do this, go to Meets – Entries – Pre Enter Athletes in Meet (TM 5.0) Swimmer Entry Status (TM 6.0 and higher). On that screen, select the Enter All feature to check the entry box for all swimmers. From there uncheck the Entrd box for the swimmers who will not be at the meet. Once that process is done, if you select the Show Pre Entered Athletes only box on the screen you are working from it will only display those swimmers you know will be at the meet.

## VII. Completing Your Meet Entries

Select Meets from the main menu and then select the meet you want to complete entries for. Once you have done that, click the Entries Tab (by Event or by Name) to complete your entries for each meet. I suggest you allow your coach to do the entries in Team Manager and then export them for use in Meet Manager.

- Prior to entering your entries into the computer you can print out a spreadsheet of all of your swimmers by selecting Reports/Performance and choose Meet Eligibility. From there you can use the Age tab in the filters to print out one page per age group. This will provide you or your coach with a “worksheet” to create a lineup.
- When you want to enter your entries into the computer select Entries (by Event) from the Meets menu to perform this task.
- When doing the entries click on the event you want to enter swimmers for.
- For relay events click New Relay to add a relay, make sure the Ent box has a check mark in it for that relay and **be sure to enter a heat and lane for that relay so that they will be slotted into the lane you want them to swim in.** To place swimmers onto a relay select the relay you want to place swimmers on and then drag and drop the swimmers into the slots under the Swimmers column in the order you want them to swim.
- For the individual events select the swimmer you want to enter in that event and click the Ent box for that swimmer so that a check mark appears in that column. You do not need to check the Exh box for your exhibition swimmers, the meet setup in Meet Manager will account for this. **You must enter the heat and lane assignment for that swimmer in the Ht and LN box so they can be placed in a lane for that event.**

## VII. Printing Meet Entry Reports

Once you have completed your entries you will want to print a copy to review, for your team, as well as for the lineup exchange. From the main menu select Reports – Performance - Meet Entries Spreadsheet. You will then select the meet you want to print entries for, Include Relays, Include Pre-Entered Athletes with No Entries, Include Heat and Lane. To save space, you can choose to Not Include Entry Times. You can further filter your printouts using the Age tab under filters to select an age range, i.e. 7-8 or 9-10 for the purpose of providing a printout for your team for the meet.

Once you have selected all the filters and criteria you want for the report, select Create Report. From there you can either print the report using the Print icon in the top left of the screen. You can also convert the file to a PDF or Word file by selecting the Diskette Icon next to the Print Icon. Just select the format you want to use and follow the prompts from there.

## VIII. Lineup Exchange and Export

Once you complete your entries you will want to export them to your hard drive or a flash drive for exchange with your opponent. Select File/Export Meet Entries and make sure that the Export Relays box is checked and that you have selected the correct meet for export. In addition you should export your team roster by selecting File/Export Athletes/Teams to allow the computer operator to have all swimmers from your team in the computer even if they are not entered in the meet.

For the lineup exchange you must create 3 pieces of information, **the export of the meet entry file, the export of the full team roster, printouts (or PDF files) of the Meet Entries Spreadsheet with heats and lanes included.**

Teams may elect to exchange lineups via e mail. Both teams must agree to this process if it is to be done. If they do not agree to do so then an in person exchange must take place. If teams do agree to exchange via e mail then the following things must take place:

- a. Teams must exchange e mails inside of an agreed upon 5 minute window. It is strongly advised that teams be on the phone with each other when the e mail exchange takes place to ensure each team received all the files needed for the exchange.
- b. Teams must include an export of their meet entries, an export of their team roster and a PDF Meet Entries Spreadsheet. Selecting Reports/ Meet Reports/ Meet Entries Spreadsheet creates the file that can be converted to a PDF of the entries spreadsheet. You will then select the meet you want to print entries for, Include Relays, Include Pre-Entered Athletes with No Entries, Include Heat and Lane. To save space, you can choose to Not Include Entry Times.
- c. From there select the icon with the diskette. In the Format pull-down box scroll to and select Adobe Acrobat to create a PDF or Word for Windows to create a Microsoft Word file. The Destination should be Disk File. Once these are selected click OK and select the drive and folder you want to save the file to and name the file in the File Name box something unique that identifies the meet. A suggestion would be the team abbreviations of the 2 teams and the year; for example bwhvshwst2018.

#### **IX. Post Meet - Importing and Printing Results**

Once the meet is over you can import the .cl file, which contains the results of the meet, Meet Manager generates this file. Select File/Import/Meet Results and then select the results file for that meet and follow the steps from there. This function will place all of your team's meet results into the database from your team.

Once you have imported the results from the meet you can select Reports/Performance/Meet Results to print results from the selected meet.

#### **X. Set up Custom Age Groups to run team reports**

Go to Setup – Preferences – Report Custom Age Groups

Click on add and check off the boxes for what you need.

When you run reports make sure you select Use Custom on the Age Tab.

**XI.** You can use the backup and restore feature to transfer your database between computers.

**XII.** You will then be able to generate reports for your team that will show results for the meet, the season, the team, individual swimmers and so forth. These reports are generated by selecting Reports/Performance and include the following:

- Top times for each swimmer or relay
- Top times for each event
- A records report if you have that feature in your TM software
- A top times spreadsheet
- For any of these reports you can filter the dates of when the performances were done and how many swims or swimmers you want to list.

Before creating a top times report it is beneficial to set up custom age groups for your report. The default settings for these top times reports don't normally reflect the events ASA swims. You can do this by going to Setup – Preferences – Report Custom Age Groups. Once there select Add and follow the prompts to set up the age ranges and events/distances you want to include (ex. 0-6 25 Free, 25 Back) in your reports. You only have to do this for the individual events. Relay reports will default to the age/stroke/distance that was swum.

**Meet Manager - This is the software you use to create meet programs, score the meet generate ribbon labels and complete the results for the meet.**

## **I. BACKUP AND RESTORE – LOADING A TEMPLATE MEET**

Use this feature to save the meet to a hard drive or external device. This feature saves the meet and all of its settings and entries and results and allows you to transfer the meet from one computer to another. To back up a meet select File and Backup and it will allow you to save that file on an external drive or on your hard drive. To load the backed up meet you can select File/Restore and it will load the backup file you select into the currently open database. Make sure that you are loading the backup file you want onto the database you want and not onto a meet you do not want to overwrite. When you select restore you want to select “Replace currently open database...” and click OK. The computer will ask you several times if you are sure that you want to overwrite the currently open database; make sure that is what you want to do and then click OK.

To set up your meets for the year use the league template meet backup file. For meets in yard pools the file is called swmm7bkupASA Template Yards.zip or swmm6bkupASA DeKalb Template Yards.zip. If your meet is in a metric pool use the file named swmm7bkupASA Template Meters.zip or swmm6bkupASA DeKalb Template Meters.zip. This file can be found at <http://atlantaswimming.com/swim-leagues/atlanta-swim-association-home/downloads/> you can select the file you need on the toward the bottom of that page. Be sure to select the meet template that applies to your team and your pool. The DeKalb versions of the template meets apply only to the former DeKalb Swim League teams that joined ASA in 2014, all other teams should use the other versions of the template. Some pools will need to load the metric versions of the template meets if their pool is meters instead of yards.

## **SAVE AS – COPYING THE TEMPLATE MEET FOR FUTURE MEETS**

Once you have set up your first meet you can use the Save As feature to set up the rest of your meets. This will only work on a database that does not have any entries, rosters or results in it. This is found under File and then Save As. You can then rename the database you have open and then go change the meet details using the instructions listed below.

## **II. Meet Setup**

- a. Name Meet Visiting Team at Home Team (Year)
- b. Location, Start Date, End Date.
- c. ID Format is USS
- d. Class is Age Group
- e. Pool Size/Number of Lanes, Course, Meet Style Standard
- f. \*If you have to change the number of lanes for your meet you will need to select Setup/Options/Global Changes and then Change number of lanes for all Finals Rounds.
- g. \* If you change the course of the meet from yards to meters or vice versa you must also change the pool course under Events/Sessions and select the correct course once you have double clicked on the Dual Meet session in the session list.
- h. Age up date is 05/31/2019

## **III. Athlete/Relay Preferences**

Enter Ages, Enter Birth dates , Use Auto Increment

## **IV. Report Preferences**

- a. Select the header of your choice
- b. Use Printer Preferences to select the number of copies and which printer to use.

## **V. Entry/Scoring Preferences**

- a. Scoring/Awards Preferences
  1. **SCORE FASTEST HEAT ONLY (Otherwise exhibition heats score)**
  2. **If in Meet Manager 5.0 or higher and in a 5 lane pool select If score fastest heat only, set some lanes to not score points. When you select OK, uncheck the lane you don't want to score points. Once you check that box and then select OK it will prompt you to select the lanes you do or do not want to score.**
  3. Maximum Scorers for Individual Events are 2
  4. Maximum Scorers for Relay Events are 1
  5. 4, 5, 6, or 8 Places for Individual Labels and 2 Places for Relay Labels
- b. Scoring Setup - Default to 3 places and adjust score for individual events to 5, 3, and 1 and to 7 and 3 for relay events. When done, click on OK to save changes.

- VI. Events** (You can import this file from the league website)
- Click on Score Event
  - Heat Order should be Fast to Slow**
  - Rounds should be set to Timed Final
  - Records, Event Comments
  - Sessions must be set up to display records.
- VII. Importing Meet Entries**
- Use the File tab to import entries and select Import/Entries.
  - The file to import will follow the format TeamAbbv-GA-Entries00x, or Meet Events – Meet Name/Date...zip. Select that file and follow the steps from there.
  - Once you are done importing go to the Run menu to see that the entries were imported and match the printout that you have.
  - Once you have both teams' entries in the computer use the Adjust button in the Run menu to consolidate exhibition heats. **DO NOT CONSOLIDATE HEATS WITHOUT PROVIDING THE OTHER TEAM A COPY OF THE MEET FILE IN TIME TO NOTIFY THEIR SWIMMERS OF THE CHANGES.**
  - Do not seed the entries when you are done. By placing swimmers into the lanes you have already seeded the swimmers. Using the seeding function will completely destroy all the lane placements you have already done.
- VIII. Teams** - Complete as much info as you can or import info with entries. You can use this screen to edit team info in Meet Manager if needed.
- IX. Athletes**
- Enter Athletes by importing your team roster from Team Manager. Use File tab to select Import Rosters Only and select your team.
  - In order to add athletes to what is already in MM, be sure to include Team Affiliation.
  - Double Click on Athlete to access their info to edit.
  - Use Sort By: Tab to look at swimmers any way you want, or use Filter Tab.
- X. Entering Swimmers or Adjusting/Making Substitutions to Your Entries Once They Have Been Imported**  
Use the Run Tab to view Event List. Select the event you want to do entries for.
- Use the adjust button to do your entries for each event. You will also use the adjust button to make substitutions prior to the meet start.
  - Use Add Heats Button to add additional heats as needed. If you add too many that is OK, use the Delete Empty Heats to correct the problem.
  - DO NOT** click on the Exh. box for exhibition swimmers in heats 2 and above. The computer will automatically set those swimmers up to not score points based on the scoring setup. Clicking on the Exh. box will prevent those swimmers from receiving award labels. The Exh box should only be checked if an exhibition swimmer is competing in the first heat (most likely in lane 5).
  - Click on Show Eligible Athletes to get a list of swimmers to select from.
  - Drag swimmers to the heat and lane you want them to swim in. In the scoring heats the home team is in the even lanes and the visitor is in the odd lanes.
  - Double Click on a swimmer to remove them from the heat.
  - ONCE YOUR ARE DONE CLICK ON ACCEPT TO SAVE.**
  - Do not seed the entries when you are done.** By placing swimmers into the lanes you have already seeded the swimmers. Using the seeding function will destroy all the lane placements you have already done.
- XI. Relays (If possible have coach do entries in TM and Import those.)**  
You can enter your relays by using the tab and do not have to enter relay names unless you want to have them for ribbon purposes.
- XII. Entering the other team's entries.**
- Use the file tab to import entries.
  - Import the Team Manager file by clicking File – Import – Entries to import their entries. The file will likely be (Team Abbv.-GA-Entries)
  - Once you have both teams' entries in the computer use the Adjust button in the Run menu to consolidate exhibition heats for all events. **DO NOT DO THIS WITHOUT PROVIDING THE OTHER TEAM A COPY OF THE MEET FILE IN TIME TO NOTIFY THEIR SWIMMERS OF THE CHANGES.**
- XIII. Checking the entries to make sure they are legal.**

From the main menu select Reports – Exceptions Report and select the Max Entries tab. Max entries for individual and relay events are 2, the report should be sorted by Team. Once you have input those criteria you can use Create Report to run the Exceptions Report for the meet. Keep in mind that there are exceptions to this rule that allow swimmers to swim in more than 2 individual events. Further details on this rule can be found in the ASA rule book on page 10, section 4 item F.

**XIV. Meet Program Report to generate the Heat Sheet.**

- a. You can look at One, Two, or Three Columns; One Team only, Particular Events, and so on and so forth. You can also select one event per page for workers.
- b. Use three column Meet Programs to sell and for coaches.
- c. Print updated copies including all substitutions on colored paper (I suggest printing 10 copies, time permitting, for the referee, coaches, deck managers and bullpen workers.)

**XV. Worksheets for your Timers – Reports /Lane Timer Sheets (Continuous format).**

**XVI. Scoresheets for Judges Recorder and to Record Times for Each Race**

This is the sheet of paper where the order of finish and times for each race will be recorded. Reports /Lane Timer Sheets/UK Judges Placing Sheet Format Print UK Judges Placing sheet format to create these. When you are done cut the sheets in half to have one form per race in order to speed up the flow of paperwork.

**XVII. Entry Lists – Reports for Bullpen Helpers Once Meet Has Been Consolidated**

Use Entry List Report to show swimmers what they are swimming.

- a. Show relays + individual events and sort by age.
- b. Include heat and lane in information.
- c. Use filters to print out one age group at a time.

**XVIII. ONCE YOU HAVE DONE THIS BACK THE MEET UP TO AN EXTERNAL LOCATION. Do this by selecting File/Backup. Provides you with a copy of the meet that can be loaded on another computer.**

**XIX. Working at the Meet**

Try to set up somewhere away from the crowd. Have some shade for you and the computer. Have someone that can get you what you need when you need it so you can focus on the computer and your job. Throughout the meet periodically use the File/Backup feature to save the meet to a disk or your hard drive. I suggest using a flash drive to save the info externally. Share the workload between the home and visiting team, no team should monopolize the computer or printouts. The person not keying in the info can help by keeping the paperwork organized and looking for situations where the judges disagree with the timers in a heat 1 event, this will require use of the Judge's Decision feature in Meet Manager (see item f. below)

- a. Go to Run and click on the event you want to work on, click on the heat you want to work on.
- b. Enter the times for the event first; it will automatically place the swimmers.
- c. If a swimmer is disqualified from that race, either enter DQ into the time column or click on the DQ box for that swimmer, there is a pull-down box to select the reason for the DQ.
- d. If a swimmer is entered into that lane and does not swim then enter NS for that swimmer's time.
- e. Review the places against the place judge's decision, if they agree then move on to the next heat or event.
- f. **If the judges disagree with the times use the judge's decision button to make the correction. You will only need to correct the places that are in conflict. To change the places for the scoring heat only, be sure to adjust the places in the JD Pl Column and the JD Heat Pl column. For exhibition heats you will only need to adjust the places in the JD Heat Pl column, or you can just tweak the times for the exhibition heats.**
- g. To select the details of what you see on result reports use the Preferences selection from the Run menu, then use the Results for List and Score selection. Select the info you want to see in the report from that menu. This can include the team scores for the meet.
- h. Once you are done with all the heats in an event the click on the SCORE EVENT button. This will prompt you to the results for the event, which will allow you to see the final results for the event and the current score. Click on the printer tab.
- i. Print 2 copies. One for you one for the visitor.
- j. If you correct an event after you have scored it be sure to click on Re-Score.
- k. You can print labels at any time. I suggest printing in batches to save labels. Select Labels/Award Labels to create the labels. Select Award Type by Heat in order to generate labels for each heat separately. Use the team filter to print one set of labels for one team and then another set of labels for the other team.

**XX. Use of Electronic Timing**

Some teams use electronic timing equipment through plunger systems or wireless stopwatches. If certain conditions are met using this equipment it will take precedence over the place judges. Full information on how this works can be found on page 13 (rule 13) of the ASA rule book. The main thing to look for when using this equipment is for situations where the two times differ by more than 0.3 seconds, Meet Manager will highlight these situations automatically. If that occurs, the use of a backup time or a place judge may be needed.

#### **XXI. When the meet is done.**

- a. Back up the meet onto a flash drive one for you one for the visiting team, or e mail the backup and export to the visiting team at the end of the meet. Do this with the File tab (File – Backup to create a file for Meet Manager; File – Export – Results for SWIMS... to create a results file for Team Manager).
- b. Select the Results tab under Reports tab. Print copies for yourself and the visitor.

#### **XXII. Other Issues**

- A. Save time by restoring a “template meet”. This template includes all of the meet setup information, scoring info and so forth. However it does not include entries or results. You can set up all of your meets prior to the season. Open a new file for a new meet and after you go through the initial setup menu of the meet use the Restore function under File (Select “Replace currently open database in...”) to place the template info into the file. Select the file Swmm3BkupNEWMEET-01 and double click that file and follow the prompts from there. All you will need to do once you have restored the template file is update the date of the meet and the opponent. You can the import your team’s entries or roster and go from there. There is a reason this is the first thing I listed in the Meet Manager section of the training, it is that important.
- B. Once you have this meet in your system you can use the Save As feature to set up your remaining meets. Save as is found under File. Select this feature and simply rename your meet. All you will need to do from there is go in and change the meet date, location, opponent and number of lanes.
- C. For the lineup swap you should provide a hard copy of your entries as well as the meet file and roster file in order to avoid any questions about what your entries are.
- D. Global changes under Setup/Options will allow you to change the number of lanes for a meet, the heat order for all events for a meet, and the entry fees for a meet.
- E. If you are the home team be sure to import the other team’s entries into the computer the night before the meet so you can e mail them a backup of the meet for their own use for heat sheets, entry lists, updated lane assignments for consolidated exhibition heats.
- F. Review the opponent’s lineup when you receive it to make sure that the entry file matches the printout and that swimmers are entered in the correct number of events. If you notice any irregularities contact the opposing team to allow them to correct their mistakes. Use the Exceptions Report feature under Reports to quickly look for situations where teams have entered swimmers in more than 2 individual events.
- G. Provide copies of results to the visitor for each event, not just a final report.
- H. If a meet is conducted in a 5 lane pool (and you are using Meet Manager 4.0 or lower) it is strongly advised that teams not use lane 5 in the first heat. If you have the 5.0 or higher release of Meet Manager then you can set the meet up to not score a designated lane. Select Setup – Entry Scoring Preferences – If Score Fastest Heat Only Set Some Lanes to NOT Score. Once you check that box you will be prompted to select the lane you want to prevent scoring when you click OK at the bottom of the dialog box. Otherwise, the only situation where this should happen is where there are exactly 5 swimmers and we don’t want a swimmer having to swim a race alone. If that happens, check the Exh box in the Run menu for that swimmer prior to scoring the event. The box will have to be unchecked when the teams run the Award Labels for the event, and then rechecked once the Awards have been generated.
- I. Pay attention to where the files are exported when you save them and what the extensions are. Usually the program will prompt you to the right place but it helps to know what you are looking for and where to look for it.
- J. Get as many substitutions done as early as possible. This can be done throughout the day over the phone or via e-mail between the 2 opponents.
- K. To update your software go to [www.hy-tekltd.com](http://www.hy-tekltd.com) and select Current Swimming Releases and select the package you want to update. It will allow you to view what updates are available and what features have been added. Once you download the update you can install it by opening the software you want to update and select File/Install Update. Select the file you have downloaded and follow the prompts from there.
- L. If the meet is decided by 10 points or fewer the meet score should be checked before being announced. If you notice a meet is within 20 points after event 60 get the ball rolling on reviewing the meet score carefully. You need to check all of the score sheets from heat 1 only (it is the only heat that scores) and confirm that the places, times, dq’s and judges decisions were input correctly. Teams may agree to waive this review with mutual agreement.

# ASA Dual Meet Procedure When Using Hy Tek Meet Manager

## **STEP 1: Lineup Swap (by 3:00 p.m. day prior to meet).**

The HOME TEAM should contact the visitor two days prior to the meet to arrange the lineup swap and go over any details of the meet. Each team should complete their lineup using Team Manager to assign swimmers to their lanes (home team in the even lanes visitors in the odd lanes). In a five-lane pool lane 5 is the exhibition lane in the first (scoring) heat and can be used by either team. In a five lane pool, in heat 1 only, the swimmer in lane 5 should be checked off as Exh. in the Run Menu for that event. For all subsequent heats in that event lane 5 does not need to be checked off as Exh.

The lineup swap should take place by 3:00 p.m. the day preceding the meet, unless both teams mutually agree to a later time. For the swap teams will exchange 4 pieces of info: the export of the meet entry file, the export of the full team roster, printouts (or PDF files) of the meet entries spreadsheet with heats and lanes included. When exporting your team's entries be sure to include the heat and lane assignments for your team as well as your relays. Each team's Meet Entry Spreadsheet (either printout or PDF or Excel file) at the time of the swap is the official record of entry for the meet. Ideally the swap should take place in person in order to go over details of the upcoming meet. Teams are permitted to e mail lineups for exchange provided they include a PDF or Excel export of their entries to provide each team with a printed record of their entries. Teams must mutually agree to exchange lineups in this fashion otherwise an in person exchange must take place. It is recommended that teams exchange lineups within 5 minutes to avoid one team being able to view another team's lineup before sending their own lineup. At this swap the two coaches should work together to plan for consolidating exhibition heats. Check the other team's entries for errors so you can work out any problems the day before the meet and avoid lineup infractions during the meet. **Always check each other's entries to make sure there are no rule infractions in the lineup. If you discover any mistakes please work this out prior to the meet.**

## **STEP 2: Entry and Exhibition Heat Consolidation (by 10:00 p.m. night before meet.)**

The home team is responsible for taking the entry files of both teams importing the entries and rosters for each team and then consolidating the entries for the meet into Meet Manager. This should be done no later than 10:00 p.m. the night before the meet. During the consolidation the home team should make every effort possible to minimize the number of exhibition heats by moving swimmers into all available lanes in the exhibition heats, regardless of team affiliation. In the exhibition heats teams do not need to adhere to the odd-even lane assignments if heats can be saved as a result.

Once the lineups have been merged and a final meet lineup is completed the home team must e mail a copy of the backup of the meet to the visiting team. This should be done as soon as possible. If the home team is unable to consolidate the exhibition heats by 10:00 p.m. or a mutually agreed upon deadline by both teams, then exhibition swimmers should be left in their originally assigned lanes and no consolidation of exhibition heats should take place. Every effort possible should be made to complete the consolidation by the agreed upon deadline though in an effort to minimize the number of exhibition heats.

## **STEP 3: Report Completion Prior To The Meet**

The HOME TEAM should generate the following reports:

**The following can be done the night before the meet.**

- A Meet Program that can be sold during the meet for spectators (I suggest a 3 column).
- Lane/Timer Report (Continuous Format sorted by Lane Then Event) should be printed for each lane for the timers (home and visitor).
- Another Lane/Timer Report (UK Judges Placing Sheet Format) should also be completed for the Judges Recorder. Teams can print updates for the events with substitutions the day of the meet. These forms should be cut in half to allow the Judges recorder to work with one race at a time and keep the flow of information moving.
- Teams should have the following supplies on hand to make their job easier: a stapler, laser labels, paper, shade, a Surge Protector, and Floppy Disks

## **STEP 4: Pre-Meet Meeting and Substitutions (Up to 30 minutes prior to meet start)**

Once the visitor arrives at the pool for the meet they should communicate all legal substitutions (according to ASA Rule #6) as soon as possible. Substitutions should be completed using the substitution form found in the Appendix of this rule book. Substitutions can take place up to 30 minutes prior to the meet start. Substitutions should be made in the computer as soon as possible so the remaining forms can be printed. Teams are encouraged to communicate via phone or e mail the afternoon of the meet to exchange all substitutions they figure out after that morning's practice.

**Once all substitutions have been made the home team should print the following forms:**



- At least 7 copies of the updated meet program (3 column format). One copy for the Starter, once copy for each place judge, one copy for each coach and one copy for each Deck Manager should be printed.
- Print the pages of the Lane Timer Report (UK Format) that were affected by the substitutions. Only print the pages of the events that were affected, this will save time and paper. If time permits additional copies can be printed for the place judges as well.
- It is strongly suggested that these revised forms should be printed on colored paper so they are easily distinguishable from outdated information.

### **STEP 5: Meet Operation**

The meet should begin with a welcome to the visiting team followed by instructions such as quiet for all starts, no smoking on the deck, etc...The announcer should make multiple calls for swimmers to report for their event and stay at least three events ahead of what is in the water.

The first three events should be called to the Deck Manager. It is the responsibility of each team to get their swimmers to the Deck Manager in a timely fashion during the meet. Swimmers should report three events prior to their event.

At this point the Deck Manager (Updated Meet Program in hand) is responsible for the swimmers reaching the starting blocks in their proper lanes according to the updated Meet Program. The Starter/Referee then takes over and instructs the swimmers on the event and starts the race.

At the conclusion of the race the Place Judges (one from each team) record the order of finish on their Meet Program and the timers record the time for their lane on the Lane Timer Sheet for their lane. **In an 8 lane pool a third finish judge will be used to cover all non scoring places. The first 2 judges will be responsible for all scoring places plus one place. The third judge will be responsible for the remaining non-scoring places. To avoid confusion it is advised that only 6 lanes be swum in an 8 lane pool during the scoring heat.** The Judges Recorder (from the home team) records the Place Judge's official order of finish on their copy of the UK Judge's Placing Sheet in the Place column next to the swimmer's name. Once places from the race have been recorded then the Judge's Recorder gives the form to the Master Recorder. The Master Recorder (one from each team) then goes from lane to lane recording the times for each lane in the Time column for the race listed on the sheet. Once the times have been recorded the Master Recorder or a runner should take the completed form to the computer operator.

During the meet one computer should be used to tabulate results and score the meet. Each team should provide a computer operator for the meet. Teams should alternate entering times every group of events (i.e. Medley Relays, Short Freestyle, Backstroke). Attention should be paid to correct results in the event that the Place Judges differ with the times for the event. Corrections should be made via the Judges Decision feature. After each event has been completed (all heats have been entered) the computer operator will "Score the Event" and print two copies of results from each event (one for each team). Coaches and Team Reps should have access to the results and completed UK Judges forms (with times and places recorded) throughout the meet.

Award labels (provided by the home team) should be printed every 5 to 10 events during the meet and given to the ribbon workers. Labels should be printed sorted by Team/Event and should be Award Type by Heat, and then given to each team. Labels are placed on the corresponding ribbons and given to each team. Please remember that **ribbons are only given to first and second place relays** and that each team is responsible for providing their own exhibition ribbons.

### **STEP 6: Post Meet**

**At the conclusion of the meet a Report for the Results and the Scores should be completed for each team and the score of the meet should be announced. The score of the meet should be phoned to the coordinator's office (404) 664-3975. Teams may e mail the score to [frankem355@aol.com](mailto:frankem355@aol.com) instead of phoning. A backup of the meet should be made for both teams; the visitor should bring their own disk or flash drive for this purpose.**

## LAST MINUTE MEET ENTRY SUBSTITUTIONS

EVENT # \_\_\_\_\_ HEAT # \_\_\_\_\_ TEAM \_\_\_\_\_

IND or RELAY      A B C D E F (CIRCLE ALL THAT APPLY)

TAKE OUT: SWIMMER NAME \_\_\_\_\_ AGE \_\_\_\_\_

PUT IN: SWIMMER NAME \_\_\_\_\_ AGE \_\_\_\_\_

IF RELAY, CHANGE ORDER? \_\_\_\_\_

## UK Judges Placing Form

Event 4 Girls 200 Yard Freestyle Finals		Judge's Placings							
Heat 1	1st	2nd	3rd	4th	5th	6th	7th	8th	
	3	4	5	6	1	2	7	8	

  

Lane	Comp#	School	Place	Time
1	12	Elizabeth Hill SO	5	32.00
2	83	Nikki Malgeri FR	6	33.00
3	19	Meagan McChesney SO	1	30.10
4	70	Elizabeth Durot SO	2	30.01
5	14	Alice Johnson SR	3	31.00
6	92	Carla Uribe SR	4	31.50
7	6	Kristie Day SR	7	34.00
8	86	Meghan O'Neill FR	8	40.00

## Lane Timer Sheet (Continuous by Lane)

<u>Event 1 Boys 200 Yard Medley Relay Finals</u>					<u>Official Time</u>
Lane 1	Heat 1	Westminster D	WMS3	NT	_____
<u>Event 2 Girls 200 Yard Medley Relay Finals</u>					<u>Official Time</u>
Lane 1	Heat 1	Westminster D	WMS3	NT	_____
<u>Event 3 Boys 200 Yard Freestyle Finals</u>					<u>Official Time</u>
Lane 1	Heat 1	Andrew Ray FR	WMS3	2:10.29	_____
<u>Event 4 Girls 200 Yard Freestyle Finals</u>					<u>Official Time</u>
Lane 1	Heat 1	Elizabeth Hill SO	WMS3	1:51.01	_____
<u>Event 5 Boys 200 Yard IM Finals</u>					<u>Official Time</u>
Lane 1	Heat 1	Trevor Murphy SO	WMS3	NT	_____
<u>Event 6 Girls 200 Yard IM Finals</u>					<u>Official Time</u>
Lane 1	Heat 1	Alison Reed SR	WMS3	2:30.85	_____
<u>Event 7 Boys 50 Yard Freestyle Finals</u>					<u>Official Time</u>
Lane 1	Heat 1	Chaz Walker SR	WMS3	25.49	_____

# Meet Program

North Atlanta Swim Assoc Champ

Hy-Tek's MEET MANAGER 11:17 AM 4/26/2004 Page 1

Marist. vs. Westminster - 1/24/2002  
Meet Program - Dual Meet

Event 1 Boys 200 Yard Medley Relay				Event 4 Girls 200 Yard Freestyle				Event 9 Boys 1 mtr Diving			
Lane	Team	Relay	Seed Time	Lane	Name	Yr School	Seed Time	Lane	Name	Yr School	Seed Time
<b>Heat 1 Finals</b>				<b>Heat 1 Finals</b>				<b>Heat 1 Finals</b>			
1	WMS3	D	NT	1	Elizabeth Hill	SO WMS3	1:51.01	1	Andrew Costas	FR MAR4	NI
2	MAR4	B	NT	2	Nikki Malgeri	FR MAR4	2:00.67	2	Eric Moorhead	JR WMS3	NI
	Brendan Wilson SO	Chris Bachner-Reimer S		3	Meagan McChesney	SO WMS3	2:16.89	3	Chad Lane	SR MAR4	NI
	Rob Stanfield SR	Casey Murphy SO		4	Elizabeth Durot	SO MAR4	1:53.96	4	Matt Simmons	SR MAR4	NI
3	WMS3	C	NT	5	Alice Johnson	SR WMS3	2:13.35	5	Will Nowack	FR WMS3	NI
4	MAR4	A	1:43.04	6	Carla Uribe	SR MAR4	2:15.39	6	Ryan A Brown	SO MAR4	NI
	Kyle Adams JR	Bill Jabr SR		7	Kristie Day	SR WMS3	2:02.14				
	Casey Arundel JR	David Pinelli SO		8	Meghan O'Neill	FR MAR4	2:08.10				
5	WMS3	A	1:49.22	<b>Event 5 Boys 200 Yard IM</b>				<b>Event 10 Girls 1 mtr Diving</b>			
6	MAR4	C	NT	<b>Lane Name Yr School Seed Time</b>				<b>Lane Name Yr School Seed Time</b>			
	Ryan Leibrandt SO	Andrew Breunig FR		<b>Heat 1 Finals</b>				<b>Heat 1 Finals</b>			
	Greg Zora FR	Andrew O'Shea FR		1	Trevor Murphy	SO WMS3	NT	1	Jameson Weir	WMS3	NI
7	WMS3	B	NT	2	Brendan Wilson	SO MAR4	2:29.61	2	Heather Gile	JR MAR4	NI
8	MAR4	D	NT	3	Thomas Davis	FR WMS3	3:03.32	3	Elisabeth Holby	FR WMS3	NI
	Alex Nevels FR	Michael Buckley FR		4	Mark Stephens	SR MAR4	1:56.76	4	Jenny Schork	JR MAR4	NI
	Philip Church FR	Ryan Browne SR		5	Jonathan Weatherford	JR WMS3	2:18.69	5	Elizabeth Coleman	WMS3	NI
<b>Event 2 Girls 200 Yard Medley Relay</b>				<b>Event 6 Girls 200 Yard IM</b>				<b>Event 11 Boys 100 Yard Butterfly</b>			
<b>Lane Team Relay Seed Time</b>				<b>Lane Name Yr School Seed Time</b>				<b>Lane Name Yr School Seed Time</b>			
<b>Heat 1 Finals</b>				<b>Heat 1 Finals</b>				<b>Heat 1 Finals</b>			
1	WMS3	D	NT	1	Nick DuPuis	FR WMS3	2:11.37	1	Rob Stanfield	SR MAR4	1:03.09
2	MAR4	B	NT	2	David Pinelli	SO MAR4	2:39.27	2	Cada Kilgore	SO WMS3	1:13.82
	Stephanie Uribe FR	Rachel Eddy JR						3	Casey Arundel	JR MAR4	55.31
	Meg Ingraham SR	Carla Uribe SR									

## Meet Entries Spreadsheet Report

Licensed To: Marist School

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### Meet Entries Report

#### DCC vs Vermack 2012 26-Jun-12 Yards

Female 6 & Under	# 1	# 13	# 35						
	100	25	25						
	Free Relay	Free	Back						
Lindsey Crosby (5)	A 3	28.12Y	29.33Y						
		2/1	2/1						
Isabel Henderson (6)	A 1	18.05Y	23.04Y						
		1/1	1/3						
Ella Johnson (6)	A 4	23.48Y	32.25Y						
		1/3	1/1						
Sophia Pappadakis (6)		35.78Y	31.42Y						
		3/1	3/3						
Ansley Smith (5)	A 2	22.28Y	29.48Y						
		2/3	2/3						
Grace Westmoreland (6)		28.28Y	37.96Y						
		3/3	3/1						
Female 7-8	# 3	# 15	# 25	# 37	# 47	# 57	# 67	# 77	
	100	25	50	25	100	25	25	100	
	Medley Relay	Free	Free	Back	IM	Breast	Fly	Free Relay	
Ashley Crosby (8)	B Brst	16.77Y	47.79Y					A 4	
	1/1	1/3						1/3	
Mary Fuentes (7)	B Back	17.32Y		26.72Y				B 1	
	1/1	2/3		1/1				1/1	
Eleanor McManamy (8)	A Fly			22.60Y			27.66Y	A 2	
	1/3			1/3			1/1	1/3	
Angela Pappadakis (7)	A Brst				1:36.37Y		26.79Y	B 4	
	1/3				1/3			1/1	
Caroline Scott (7)	C Back	19.77Y		29.68Y				B 2	
	2/3	3/1		3/3				1/1	
Katherine Scott (8)	C Free	22.07Y		22.21Y				B 3	
	2/3	2/1		2/3				1/1	
Julia Weatherly (7)		20.76Y				32.12Y		C 3	
		3/3				3/3		2/3	
Claire Wyatt (7)	C Fly	24.49Y		24.86Y				C 4	
	2/3	6/3		2/1				2/3	

1. A Deck Manager (DM 1&2) from each team checks that the right swimmers are in the right lanes.
2. Each Place Judge (J1&2) record the order of finish independently on their copy of them Meet Program. They then compare notes and if they agree, communicate it to the Judges Recorder (JR).
3. The Judges Recorder (JR) records the official order of finish onto their copy of the UK Judges form.
4. The JR hands the UK Judges form to the Master Recorder (MR 1&2) who then goes from lane to lane recording the time from each timer. Each team provides one MR, they alternate races.
5. There are 2 people working in each lane as timers (T1&2). One person operates the one stopwatch in that lane, the other person records that time on the Lane/Timer sheet and tells the time to the MR.
6. Once the MR has recorded all the times they hand that completed form to the Runner. If the computer table is close enough to the finish end of the pool the Master Recorder can take the completed form to the computer table. Otherwise the home team should provide a runner for this job.
7. Each team provides a Computer Operator to input results into the computer and score the meet.
8. Each team provides a Ribbon Worker (RW1&2) to label ribbons and organize them for their team.

