



# **Country Club Swim League of Atlanta**

## **2021 Rules & Regulations**

Revised: May 9, 2021

# **Country Club Swim League 2021 Swim League Rule Book**

## **Table of Contents**

<b>I.</b>	<b>2021 Swim/Dive League Dates</b>	<b>Page 3</b>
<b>II.</b>	<b>Swim League Sportsmanship</b>	<b>Page 4</b>
<b>III.</b>	<b>Equipment and Personnel</b>	<b>Page 5-7</b>
<b>IV.</b>	<b>Swim League Rules</b>	<b>Page 8-12</b>
<b>V.</b>	<b>Dual Meet Format</b>	<b>Page 13-14</b>
<b>VI.</b>	<b>Order of Events</b>	<b>Page 15</b>
<b>VII.</b>	<b>Swim League Records</b>	<b>Page 16</b>
<b>VIII.</b>	<b>Appendices</b>	<b>Page 17</b>
	<b>Forms</b>	
	<b>Rosters</b>	

# COUNTRY CLUB SWIM LEAGUE 2021 MEET SCHEDULE

All meets are virtual

<b>TEAM 1 (Start)</b>	<b>DATE</b>	<b>TEAM 2 (Start)</b>
	<b>Tuesday, June 1</b>	
Bye CCC (3:30 pm) AGC (4:30 pm)		DHGC CTCC (5:30 pm) PDC (8:00 am)
	<b>Monday, June 7</b>	
Bye CTCC (5:30 pm) PDC (8:00 am) CTCC (5:30 pm)		AGC & CCC PDC (8:00 am) DHGC (5:00 pm) DHGC (5:00 pm)
	<b>Monday, June 14</b>	
Bye DHCG (5:00 pm) AGC (4:30 pm) AGC (4:30 pm)		PDC & CTCC CCC (3:30 pm) CCC (3:30 pm) DHCG (5:00 pm)
	<b>Monday, June 21</b>	
Bye CCC (3:30 pm) CTCC (5:30 pm)		DHGC PDC (8:00 am) AGC (4:30 pm)

**Host for League: Ansley**  
**CHAMPIONSHIP MEET: Hosted by PDC**

Secretary: Debbie Cushing [debbiecushing@bellsouth.net](mailto:debbiecushing@bellsouth.net)  
Cell: 404-408-6967 Work: 404-609-6343 Home: 404-373-5030

## **Country Club Swim League Sportsmanship**

The Country Club Swim League has a Code of Ethics that is used as a guide for the swim league. Adherence to this code is required, and failure to comply with these standards may result in disciplinary action from the league.

**All** Team Representatives, Coaches, Participants, Official, and Spectators will treat other Team Representatives, Coaches, Participants, Officials, and Spectators with respect.

**All** Team Representatives, Coaches, and Officials will lead by example in demonstrating fair play and sportsmanship for all participants.

**All** Team Representatives, Coaches, and Officials will encourage good sportsmanship by demonstrating positive support for all participants, coaches, and officials at every event, practice, and meeting.

**All** Team Representatives, Coaches, and Officials shall provide support for coaches and officials working with the league to provide a positive and enjoyable experience for all.

**All** Team Representatives, Coaches, and Officials will place the emotional and physical well being of their participants ahead of a personal desire to win.

**All** Team Representatives, Coaches, and Officials will treat each participant as an individual, remembering the large range of emotional and physical development of members of the same age group.

**All** Team Representatives, Coaches, and Officials will do their best to provide a safe playing situation and environment.

**All** Team Representatives, Coaches, and Officials will do their best to organize practices that are fun and challenging for all participants.

**All** Team Representatives, Coaches, and Officials will be knowledgeable in the rules of the league and the sport, and will teach these rules to their participants and parents.

**All** Team Representatives and Coaches will use coaching techniques appropriate for the league and the sport of swimming.

**All** Team Representatives, Coaches, and Officials must remember that the league is for children and not for adults. The Country Club Swim League is an introductory program for recreational swimming. Year round and intensely competitive programs are available from several local US Swimming Clubs.

## MINIMUM EQUIPMENT AND PERSONNEL

Minimum required equipment and supplies:

1. Starting blocks
2. Chairs behind each lane (2 deep)
3. Backstroke flags at each end
4. Lane ropes
5. Lane markers
6. P.A. System
7. Bullhorn for starter
8. Starting gun (whistle for substitute)
9. Stopwatches
10. Clip boards
11. Table for scoring
12. Event board to display current Event and Heat number.
13. Hy Tek Meet Manager and Team Manager Software
14. Computer Equipment to run software prior to and during meets.

Minimum personnel:

1. One announcer
2. Volunteer Coordinator (one from each team)
3. Two officials, a starter/referee and stroke and turn judge(provided by the league)
4. Timers (Two or Three for each lane from the team swimming in that lane)
5. One heat winner ribbon person (Provided by home team)
6. Two runners (one from each team)
7. One computer operator (provided by the league)
8. Two ribbon stickers (one from each team)
9. One event board worker (from home team)
10. One timing operator (to be secured by the home team)
11. Six lane workers (three from each team)

Responsibilities of host team:

1. Provide heat winner ribbons. Each team is responsible for providing their own ribbons for all scoring and exhibition swims.
2. Prepare the pool for the meet by having all paperwork completed. Arrange seating for meet officials, set up pool and any other preparation necessary prior to turning over the meet to the starter/referee.
3. Secure a timing operator and timing equipment for your meet.
4. Home team is responsible for calling in score of meets, **the night of the meet**, to DebbieCushing 404-408-6967 leave a message if there is no answer. **Scores will be reported directly by Franke Marsden in 2021 once results have been compiled.**

## **JOB DESCRIPTIONS OF PERSONNEL NEEDED FOR SWIM MEET**

1. **Announcer.** The *host team* will arrange for someone to act as announcer. In addition they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators.

Example of correct commands:

- First call, event number and event description (i.e. "Event number 1, 6 & under girls free relay. Please report to the blocks")
- After a short interval repeat the above for the second call.
- At the end of second call, wait a short interval and give final call for the event.
- The announcer should follow this procedure for all remaining events.
- Try to stay 3 events ahead of the event in the water.

At all times the announcer should know what is going on. The event number, number of heats per event etc. so the calls can be made without haste. This keeps the meet running smoothly. At all times the next event should be on the deck. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands the swimmers.

2. **Volunteer Coordinator.** Each team is responsible for providing a point person for the meet that is in charge of assigning all workers for the meet. They should ensure that all volunteers report to their position on time and informed of their tasks for the meet.
3. **Lane Worker.** Each team will provide 3 lane workers. These persons are in charge of the ready area and shall line up all swimmers on the deck for their event. He/she shall be provided with the heat sheet listing names of all **swimmers in all events**. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. Teams should work in their team's lanes for the meet. These people should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical **to the smooth running of the** meet. Each team is responsible for making sure that their swimmers report to the ready area from the team area in time to be checked in by the deck manager.
4. **Starter Referee and Stroke and Turn Judge.** The starter referee and stroke and turn judge are provided by the league to act as an impartial third party. These people are responsible for any conflicts that may arise during the course of the meet. The starter/referee will start all races and act as a stroke and turn judge during the event. The additional stroke and turn judge will work the opposite side of the pool and communicate any DQ's to the starter-referee as needed. If the either official decides to disqualify a swimmer during an event he/she will signal by raising his/her hand and inform the computer operator of the disqualification at the end of the event. Officials will record the reason for the DQ on a slip and provide it for the computer operator who will put the reason for the DQ into the Meet Manager results.

At times the referee may be late or may be unable to show up. In this case, a person shall be appointed with the consent of both teams to act as the starter referee. Atlanta is a big city and travel can be difficult. The two teams need to work out any of these potential difficulties between each other when they occur.

5. **Timers.** At all meets times shall be taken on each lane. *Each team* shall provide **two to three timers** for each of their team's lanes. Each timer will operate a backup button for their lane, one timer will operate a watch and the other will record those times on the timer worksheet. In all events, at all times, the timer must have a clear view of the race and finish line. The timer shall look at the starting strobe and start the watch at the instant of the flash of the starting device. The timer shall stop the watch and push their button immediately when any part of the swimmer's body touches the solid end of the pool as defined by the USS rulebook. The second timer shall record times on the timers' worksheet and communicate these times to the runner if needed during the meet.

**If all 3 times are valid in the opinion of the timing operator the median or middle time of the 3 timers will determine the order of finish for each race. If one of the buttons or timers malfunctions during a race the average of the 2 valid times will be the official time for that lane. If only 2 timers are available per lane the average of the 2 times will be the official time for that lane.** A valid time is one that is within 0.5 seconds of the stopwatch time (provided the stopwatch time was accurately operated). If there is only one valid plunger time, then the stopwatch time will be consulted to determine whether the plunger time is valid. If the plunger time is within .5 of the stopwatch time, then it will be considered valid, and that time will be the official time for that lane. If all 3 buttons malfunction the stopwatch will be used to determine the order of finish. Time adjustments will be made on a lane basis only to accommodate malfunctions by the lane or timers. In the event of a complete failure by the equipment during the race, the stopwatch times will be used to determine the official time for each lane.

6. **Heat Winner Ribbon Clerk.** The *home team* will supply a person to distribute heat winner ribbons for each race. This person should place himself/herself behind the place judges. When the race is finished and the judges and starter/referee have ruled on the place finishes, he/she will give the first place swimmer for that heat a heat winner ribbon. Heat winner ribbons are only to be awarded for the non-scoring events.
7. **Runners.** *Each team* shall provide a minimum of one runner at all times during the meet. Runners will be responsible for collecting times or places from the timers or place judge in the event of a failure of the timing system. They should be located in close proximity to the timing operator.
8. **Computer Operator.** *The league* shall provide a computer operator who will be responsible for entering all times and places for each event during the meet and tabulating results.
9. **Timing Operator.** The home team shall secure a timing operator for the meet. This person is responsible for setting up timing equipment for the meet according to league specs.
10. **Ribbon Writers.** Ribbon writers shall be responsible for recording the swimmer's name, place, and time in each event. Ribbons should be placed in two separate boxes and given to each team at the end of the meet.

**Note:** *It is suggested that team's have twice the number of workers listed per meet. This will allow teams to have workers work in two shifts for each meet.*

**COUNTRY CLUB SWIM LEAGUE**  
**RULES FOR DUAL MEETS**

1. **PROCEDURE:** The home team coach is responsible for setting up the meet. He or she is responsible for contacting the visiting team coach at least two days prior to the scheduled meet date to verify the time and date of the meet, time and place of **results** exchange, as well as any information pertinent to the meet.
2. **SCHEDULE:** Most inter-club dual meets are scheduled for Monday night. Meets are to be started promptly at 5:30 p.m. Each team should receive at least 20 minutes of warm-up with use of all available competitive lanes. The home team will warm up first.
3. **TIME LIMIT:** All league meets must end at or before 10:30 p.m. unless otherwise agreed to by both teams. If a meet is not concluded by the 10:30 deadline then teams should follow steps outlined in Rule 15 regarding cancellation or postponement of meets.
4. **PARTICIPATION:**
  - A. **The age control date for the league is the swimmer's age as of May 20th. A swimmer who has already competed for two seasons as a 13-14 year old will not be able to complete for the 2021 season.**
  - B. **For the 2021 season only, 15 year old swimmers will be allowed.**
  - C. A swimmer may represent only one team within the league in any one season. A swimmer must be the **child of a member in good standing** of the club represented.
  - D. Each club may enter three swimmers for team points in each individual event.
  - E. Each swimmer may enter three individual scoring events and two relays (one medley and one free). **Teams are not permitted to enter exhibition heats for relay events. Only one heat per relay event is allowed to swim.**
  - F. **Teams are limited to one scoring and one exhibition heat in the IM event.**
  - G. Coaches may enter swimmers in exhibition events with the following limitations: A swimmer may not be entered in more than two exhibition events unless they are only swimming exhibition events, and the maximum number of exhibition events that a swimmer can compete in is three events.
  - H. A swimmer, regardless of age, may swim in any higher age group provided that they do not swim that event in their own age group. They can't swim in duplicate events (i.e. an 11-12 swimmer can't swim the 11-12 backstroke and the 13-14 backstroke). The rule applies for relay events as well.
  - I. A swimmer may enter an older age group in relays, without affecting their standing for individual events. Each swimmer may enter only one medley and one free relay.



5. **ATTIRE:** It is requested that if swimmers wear a cap that they wear their team cap and not the cap of another school or club team. It is also advised that swimmers try to wear the team suit for their team for that season.
6. **LINEUP:** Teams will not exchange lineups for the 2021 season due to the virtual meet format. Each team is responsible for having their entries completed in Hy Tek Team Manager and imported into Hy Tek Meet Manager at least one hour prior to the start of their virtual session.
7. **SUBSTITUTIONS:** Substitutions are only for swimmers who are unable to participate in the meet. Any substitutions to either team's entries for an individual scoring heat (the first heat) must be made with the computer operator no later than 30 minutes prior to the start of the meet. Changes to exhibition swimmers or relays can take place at any time up to or during the meet. Teams should provide all known substitutions as soon as possible though, and not wait until the deadline to communicate these substitutions. Only swimmers listed on that team's roster may be used for substitutions. Those swimmers must be eligible to swim another event in order to be used as a substitution. Legal substitutions may be made after the end of the deadline only if a swimmer is unable to continue to participate in the meet, or by mutual agreement of the two coaches. Switching of scheduled events is not allowed only substitutions.
8. **LANE ASSIGNMENTS:** For virtual meets each team will use all lanes in their pool.
9. **EXHIBITION HEATS:** For the 2021 season all heats will be eligible to score. There will technically not be "exhibition swimmers" for this season.
10. **STARTER/REFEREE:** This person is supplied by the league and should arrive 15 minutes before the start of the meet. Prior to the start of the meet, the starter/referee will call a brief meeting so that the starter/referee can go over the rules with the two coaches, timers and judges. The starter/referee has final responsibility for all judgments and conduct of the meet.
11. **OFFICIAL ORDER OF FINISH:** If all 3 times are valid in the opinion of the timing operator the median or middle time of the 3 timers will determine the order of finish for each race. If only two timers are available for a meet, the average of the two VALID button times will be the official time for that lane. If one of the buttons or timers malfunctions during a race the average of the 2 valid times will be the official time for that lane. A valid time is one that is within 0.5 seconds of the stopwatch time (provided the stopwatch time was accurately operated). If there is only one valid plunger time, then the stopwatch time will be consulted to determine whether the plunger time is valid. If the plunger time is within .5 of the stopwatch time, then it will be considered valid, and that time will be the official time for that lane. If all 3 buttons malfunction the stopwatch will be used to determine the order of finish. Time adjustments will be made on a lane basis only to accommodate malfunctions by the lane or timers. In the event of a complete failure by the equipment during the race, the stopwatch times will be used to determine the official time for each lane.

Coaches may ask for a time to be reviewed if they feel the 3 button times were in error. In the event of an error by the timing system; the stopwatch time and referee's order of finish may be consulted to determine the official order of finish. This process may only take place if both coaches agree there was a malfunction by the timing equipment or timers.

12. **ROPED OFF AREA:** At least one side of the pool must be completely roped off. This area should be accessible to only authorized meet personnel.

13. **TOWELS:** No towels will be available from the host club.

14. **SCORING**

A. Dual Meets

Individual Events:

1st - 5 points

2nd - 3 points

3rd - 1 point

Relays: (only one relay per team may score points)

1st - 7 points

2nd - 4 points

**Exhibition Events: Do not score points**

B. Ties

Example for first place tie in an individual event:

Individual:	1st place	5 points
	2nd place	<u>+3</u> points
		8 points

**4 points go to each team**

**The next place is awarded 3rd place points.**

C. **Sweep:** No team can score first and second place points in a relay event. If one team takes first and second place in a relay event; the opposing team can receive second place points in the relay, as long as they have a relay or swimmer legally complete the race. However, the team can receive both first and second place ribbons for the relay.

D. **Meet Mobile and Team Score Announcement:** The team score will be excluded from Meet Mobile during the meet. It will only be posted at the conclusion of the meet. It is advised teams announce the team score after each stroke change (i.e. end of free relays, end of freestyle, etc...)

15. **DUAL MEET AWARDS**

A. **Ribbons:** Ribbons shall be awarded for first through sixth place for all regular scoring events. Ribbons shall be awarded immediately after the event. Swimmers who are disqualified from an event will not receive ribbons for that event.

B. **Exhibition Ribbons:** Each team will furnish all ribbons for all regular scoring and exhibition events for their own swimmers. Teams should use the same ribbons for scoring and exhibition heats.

C. **Heat Winner Ribbons:** Heat winner ribbons will be awarded to the swimmer in each non-scoring event who finishes first. The heat winner ribbon clerk will hand out these ribbons as the swimmer exits the water. **The home team is responsible for providing all heat winner ribbons for each meet.**

- D. **Dual Meet Trophies: Trophies** will be awarded to the top 3 teams of the dual meet season. Teams will receive 3 points for each win, 2 points for each tie and 1 point for each loss. These trophies will be awarded at the League Championship Meet.

**16. BASIC RULES FOR STROKES, TURNS AND STARTS:**

- A. No swimmer shall use an illegal stroke; turn or kick to better their performance against their competition, or in violation of basic accepted swimming techniques. Violation will result in disqualification from that event at the discretion of the stroke and turn judge consistent with the rules.
- B. All rules herein have been adapted from the current edition of the United States Swimming Rules and Regulations Publication. With the following clarification:

False Start: If the starter charges a false start in an event, the first false start will be charged to the individual that false started. If a second false start is charged to the same individual in the same event, that individual will be disqualified and not permitted to swim that event.

**17. STARTING BLOCKS**

- A. In pools with water depth of less than 4 feet at the start end all swimmers must start from in the water at the end of the pool with that depth.
- B. In pools with water depth of more than 4' at the start end, all swimmers must start from starting platforms no higher than 30" above the water surface.
- C. All teams must adhere to these standards in all dual meets.

**18. ATTIRE**

Full body suits (Speedo Lazer Racer, Blue 70, Tyr, etc...) will not be allowed. The suit restrictions are as follows: Boys suits are limited to a jammer or brief design that can extend no further than the knee and cannot cover the upper torso or arms. Girl's suits may not extend below the knee and cannot extend past the shoulders in coverage. All suits must be made from a "permeable" material and cannot compress the swimmer's body.

19. **CANCELLATION / POSTPONEMENT OF MEETS:** If a meet is interrupted on a permanent basis and if one of the two clubs wants to continue the competition, it will be continued at a mutually agreed upon date and time. In the event of inclement weather 1 coach and one parent from each team will meet privately with the starter-referee to decide if the meet should be delayed, rescheduled or called. **The safety of the swimmers and spectators should be of the utmost concern when making a decision regarding continuation of the meet.**

In the event bad weather interrupts a meet that meet will resume at the point of interruption or will be called depending on the score and whether a winner can be declared at the point of interruption. Unless agreed upon otherwise, both teams will be credited with a win if the meet is called. The decision to call the meet is a decision that must be agreed upon by the team representatives and coaches from each team. If no agreement can be reached, the meet will be resumed at the point of interruption. It is advised that no meet should start later than 7:30 p.m.

All league meets must end at or before 10:30 p.m. unless otherwise agreed to by both teams. If a meet is not concluded by the 10:30 deadline then teams should follow steps outlined in Rule 15 regarding cancellation or postponement of meets.

If a meet is to be rescheduled, teams should make all efforts possible to swim the meet within one week of the postponed meet. The home team should notify the league office of a rescheduled meet and the need, if any, for a replacement starter/referee. Any rescheduled meet will require each team to repeat the original procedures for a dual meet, this includes the exchange of revised lineups for each team. Teams may change their lineups/scoresheets to deal with the rescheduled date. The postponed meet does not impact the participation of swimmers in the rescheduled meet.

#### **FOR INFORMATIONAL PURPOSES ONLY**

**The magic number of points to win a meet is 289, any team scoring that number of points has mathematically won the meet.**

**If one team leads by: 50 POINTS after EVENT 52 they are mathematically likely to win.**

**If one team leads by: 100 POINTS after EVENT 44 they are mathematically likely to win.**

**If one team leads by: 150 POINTS after EVENT 36 they are mathematically likely to win.**

- 19. Dual Meet Time Submission** - After completion of a dual meet the meet teams should review the results and correct any inaccurate times or names in Meet Manager. The host team will be responsible for finalizing the Meet Manager results for that meet. Two days after the completion of the meet, the host team should e mail a Meet Manager backup of the final corrected results to [fmarsden@atlantaswimming.com](mailto:fmarsden@atlantaswimming.com) by 1 pm of that day.

A Team Manager top times report, as well as an html file of each meet's results will be published on <http://atlantaswimming.com/swim-leagues/country-club/> (and select Login) the following morning (no later than Thursday) by 11 am. This report will reflect the best time submitted in each event for each swimmer for that season. This site will be password protected for viewing by coaches and selected team personnel only. Teams will have until noon the following Monday to request corrections to the posted results. All requests should be directed to Franke Marsden at [fmarsden@atlantaswimming.com](mailto:fmarsden@atlantaswimming.com).

For the last dual meet the host must submit the final backup of the meet to Franke Marsden 1 pm the day following their last dual meet. Those verified results will be posted the following morning at 10 am. Teams will have until the championship meeting to request corrections to those posted results on the website.

Teams must maintain one Team Manager database that includes only dual meet results for the current season. This database should not contain results from time trials, previous season results, or other non-league meets. Teams must complete their entries for the championship using this database and these times only. Teams wishing to enter a swimmer in the championship in an event where the swimmer has no official time for the current season may enter that swimmer with a No Time (NT).

# CCSL Dual Meet Procedure Using Hy Tek Meet Manager and Team Manager

## **STEP 1: Lineup Completion and Entry Import**

Each team will complete their entries for each week's meet and input that information into Team Manager, including heat and lane details. If teams choose to do so they may import the entries into Meet Manager and use the seeding feature to bypass the need to manually input heats and lanes for their swimmers. Teams should use all available lanes in their pool. Teams will not exchange lineups prior to competition for the 2021 season due to the virtual meet format being used due to COVID.

## **STEP 2: Report Completion Prior To The Meet**

**The HOME TEAM should generate the following reports:**

The following can be done before the meet once the home team has consolidated the meet.

- A Meet Program that can be made available during the meet for spectators (A 3 column format is suggested).
- Lane/Timer Report (Continuous Format sorted by Lane Then Event) should be printed for each lane for the timers (home and visitor).

## **STEP 3: Pre-Meet Meeting and Substitutions (Up to 30 minutes prior to meet start)**

Teams input any substitutions prior to the arrival of the league provided computer operator. Once that person is on site, they can input any substitutions for the meet. Substitutions for individual events can take place up to 30 minutes prior to the meet start (according to CCSL Rule 5). Substitutions should be made in the computer as soon as possible so the revised forms can be printed in a timely fashion to allow the meet to start on time.

Once all substitutions have been made the home team should print at least 12 copies of the updated meet program (3 column format). Two copies for the officials, two copies for the coaches, one copy for the announcer, one copy for each Lane Worker, and a final copy for the timing operator should be printed.

## **STEP 4: 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 Lane Worker. It is the responsibility of each team to get their swimmers to the Lane Worker in a timely fashion during the meet. Swimmers should report three events prior to their event.

At this point the Lane Worker (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 each of the timers presses their backup button and records the watch time for their lane on the Lane Timer Sheet for their lane. The times will be transmitted electronically to the computer.

During the meet one computer should be used to tabulate results and score the meet. The league shall provide a computer operator for the meet. 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 any applicable backup times or placements 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. The computer operator will send a backup of the meet to Franke Marsden and meet results will be compiled and the meet score will be completed. The score of the will be communicated to teams and league secreator **DebbieCushing by Tuesday morning**. A backup of the meet should be made for both teams; the visitor should bring their own disk or flash drive for this purpose. The home team should copy the UK Judges Sheets for the visiting team, if no copier is available after the meet the home team will make arrangements to get the copies to the visitor by 3:00 p.m. the day following the swim meet.

After completion of a dual meet the meet teams should review the results and correct any inaccurate times or names in Meet Manager. The host team will be responsible for finalizing the Meet Manager results for that meet. Two days (normally Wednesday) after the completion of the meet, the host team should e mail a Meet Manager backup of the final corrected results to [fmarsden@atlantaswimming.com](mailto:fmarsden@atlantaswimming.com) by 1 pm of that day.

A Team Manager top times report, as well as an html file of each meet's results will be published on <http://atlantaswimming.com/swim-leagues/country-club/> (under the Login link) the following morning (no later than Thursday) by 11 am. This report will reflect the best time submitted in each event for each swimmer for that season. This site will be password protected for viewing by coaches and selected team personnel only. Teams will have until noon the following Monday to request corrections to the posted results. All requests should be directed to Franke Marsden at [fmarsden@atlantaswimming.com](mailto:fmarsden@atlantaswimming.com).

## ORDER OF EVENTS — DUAL MEET

### FREESTYLE RELAY EVENTS

1. 6 & Under Girls 100 Free Relay
2. 6 & Under Boys 100 Free Relay
3. 7–8 Girls 100 Free Relay
4. 7–8 Boys 100 Free Relay
5. 9-10 Girls 100 Free Relay
6. 9-10 Boys 100 Free Relay
7. 11-12 Girls 200 Free Relay
8. 11-12 Boys 200 Free Relay
9. 13-14 Girls 200 Free Relay
10. 13-14 Boys 200 Free Relay

### 6 & UNDER EVENTS

11. 6 & Under Girls 25 Freestyle
12. 6 & Under Boys 25 Freestyle
13. 6 & under Girls 25 Backstroke
14. 6 & under Boys 25 Backstroke

### FREESTYLE EVENTS

15. 7–8 Girls 25 Freestyle
16. 7-8 Boys 25 Freestyle
17. 9-10 Girls 25 Freestyle
18. 9-10 Boys 25 Freestyle
19. 11-12 Girls 50 Freestyle
20. 11-12 Boys 50 Freestyle
21. 13-14 Girls 50 Freestyle
22. 13-14 Boys 50 Freestyle

### BACKSTROKE

23. 7 – 8 Girls 25 Backstroke
24. 7 – 8 Boys 25 Backstroke
25. 9–10 Girls 25 Backstroke
26. 9-10 Boys 25 Backstroke
27. 11-12 Girls 50 Backstroke
28. 11-12 Boys 50 Backstroke
29. 13-14 Girls 50 Backstroke
30. 13-14 Boys 50 Backstroke

### INDIVIDUAL MEDLEY EVENTS

31. 9–10 Girls 100 Indiv. Medley
32. 9-10 Boys 100 Indiv. Medley
33. 11-12 Girls 100 Indiv. Medley
34. 11-12 Boys 100 Indiv. Medley
35. 13-14 Girls 100 Indiv. Medley
36. 13-14 Boys 100 Indiv. Medley

### BREASTSTROKE EVENTS

37. 7 – 8 Girls 25 Breaststroke
38. 7 – 8 Boys 25 Breaststroke
39. 9–10 Girls 25 Breaststroke
40. 9–10 Boys 25 Breaststroke
41. 11–12 Girls 50 Breaststroke
42. 11–12 Boys 50 Breaststroke
43. 13–14 Girls 50 Breaststroke
44. 13–14 Boys 50 Breaststroke

### BUTTERFLY EVENTS

45. 7 – 8 Girls 25 Butterfly
46. 7 – 8 Boys 25 Butterfly
47. 9–10 Girls 25 Butterfly
48. 9–10 Boys 25 Butterfly
49. 11–12 Girls 50 Butterfly
50. 11–12 Boys 50 Butterfly
51. 13–14 Girls 50 Butterfly
52. 13–14 Boys 50 Butterfly

### MEDLEY RELAY EVENTS

53. 7 – 8 Girls 100 Medley Relay
54. 7 – 8 Boys 100 Medley Relay
55. 9–10 Girls 100 Medley Relay
56. 9–10 Boys 100 Medley Relay
57. 11–12 Girls 200 Medley Relay
58. 11–12 Boys 200 Medley Relay
59. 13–14 Girls 200 Medley Relay
60. 13–14 Boys 200 Medley Relay

## 2019 CCSL Championship Records

1	Girls 6&U 100 Free Relay	1:15.63	7/6/2016	Ansley Golf Club - AGC -GA
R El-Deiry, M Spector, M Spector, S Myers				
2	Boys 6&U 100 Free Relay	1:17.49	7/8/2014	Capital City Waves - Waves
C Martenson, G Anderson, C Stedman, T Shippey				
3	Girls 7-8 100 Free Relay	1:02.42	7/1/2018	Ansley Golf Club - AGC -GA
S Myers, K McCalla, C Twombly, R El-Deiry				
4	Boys 7-8 100 Free Relay	1:02.45	7/6/2016	Capital City Waves - Waves
C Martenson, G Anderson, C Stedman, T Shippey				
5	Girls 9-10 100 Free Relay	55.03	7/2/2013	Cherokee Town & Country Club -
M Simpson, C Ficery, S Houk, K Hart				
6	Boys 9-10 100 Free Relay	55.05	7/9/2007	Druid Hills - Dolphins
P Leonard, J Smith, J Rodriguez, W Rodriguez				
7	Girls 11-12 200 Free Relay	1:50.43	7/6/2016	Druid Hills - Dolphins
A Maloof, A Brown, M Breaux, A Verlander				
8	Boys 11-12 200 Free Relay	1:49.31	7/6/2010	Ansley Golf Club - Sharks
B SCHICKEL, C CORBETT, E Levy, L COOPER				
9	Girls 13-14 200 Free Relay	1:38.58	7/1/2018	Ansley Golf Club - AGC -GA
S Mason, M Anderson, J Horst, A Jardina				
10	Boys 13-14 200 Free Relay	1:37.57	7/2/2017	Capital City Waves - Waves
M Stephenson, W Lybrook, J Nicholson, Q Harron				
11	Girls 6&U 25 Free	16.81	7/6/2016	Rhea El-Deiry - AGC -GA
12	Boys 6&U 25 Free	16.54	7/7/2009	Quinn Harron - Waves
13	Girls 7-8 25 Free	14.52	7/7/2008	Emily Ann Martin - Sharks
14	Boys 7-8 25 Free	14.34	7/7/2015	William Edwards - Waves
15	Girls 9-10 25 Free	13.14	7/7/2015	Janine Horst - AGC -GA
16	Boys 9-10 25 Free	12.65	7/1/2018	Cannon Martenson - Waves
17	Girls 11-12 50 Free	26.12	7/8/2014	Erin Hood - Indians
18	Boys 11-12 50 Free	24.25	7/7/2015	Caleb Duval - Dolphins
19	Girls 13-14 50 Free	24.05	7/6/2010	Caitlin Cooper - Sharks
20	Boys 13-14 50 Free	22.47	7/7/2008	PJ Jones - Sharks
21	Girls 6&U 25 Back	21.40	7/6/2016	Siena Myers - AGC -GA
22	Boys 6&U 25 Back	21.94	7/7/2009	Quinn Harron - Waves
23	Girls 7-8 25 Back	17.53	1998	Christina Jones - AGC
24	Boys 7-8 25 Back	17.74	7/6/2011	Quinn Harron - Waves
25	Girls 9-10 25 Back	15.42	7/6/2010	Emily Ann Martin - Sharks
26	Boys 9-10 25 Back	15.22	7/1/2018	Cannon Martenson - Waves
27	Girls 11-12 50 Back	29.77	7/2/2012	Emily Ann Martin - Sharks
28	Boys 11-12 50 Back	29.20	7/10/2006	PJ Jones - AGC
29	Girls 13-14 50 Back	27.53	7/1/2018	Anna Verlander - Dolphins
30	Boys 13-14 50 Back	26.91	7/2/2012	PJ Jones/Jake Smith - AGC/DHGC
31	Girls 9-10 100 IM	1:12.08	7/8/2014	Mary Claire Anderson - AGC -GA
32	Boys 9-10 100 IM	1:10.98	7/2/2013	Quinn Harron - Waves
33	Girls 11-12 100 IM	1:02.34	7/7/2009	Katie Christy - CTCC -GA
34	Boys 11-12 100 IM	1:00.15	7/7/2015	Quinn Harron - Waves
35	Girls 13-14 100 IM	59.03	7/6/2011	Katie Christy - Indians
36	Boys 13-14 100 IM	54.16	7/2/2017	Quinn Harron - Waves
37	Girls 7-8 25 Breast	20.01	1996	Marjorie Schwann - CCC
38	Boys 7-8 25 Breast	19.02	1993	Matthew Moye - AGC
39	Girls 9-10 25 Breast	17.17	7/9/2007	Grey Poplin - CTCC -GA
40	Boys 9-10 25 Breast	17.03	7/2/2017	William Edwards - Waves
41	Girls 11-12 50 Breast	32.04	7/7/2009	Katie Christy - CTCC -GA
42	Boys 11-12 50 Breast	30.52	7/7/2015	Quinn Harron - Waves
43	Girls 13-14 50 Breast	30.78	7/7/2009	Jamie Christy - CTCC -GA
44	Boys 13-14 50 Breast	27.90	7/2/2017	Quinn Harron - Waves
45	Girls 7-8 25 Fly	16.01	7/8/2014	Kaleigh Hart - Indians



46	Boys 7-8 25 Fly	14.70	1994	Graham Welsh - AGC
47	Girls 9-10 25 Fly	13.90	6/30/2019	Perry Drake - Waves
48	Boys 9-10 25 Fly	13.63	7/1/2018	Cannon Martenson - Waves
49	Girls 11-12 50 Fly	27.93	7/7/2015	Kennedy Hart - Cherokee
50	Boys 11-12 50 Fly	27.41	7/7/2015	Caleb Duval - Dolphins
51	Girls 13-14 50 Fly	26.78	7/6/2011	Katie Christy - Indians
52	Boys 13-14 50 Fly	25.22	7/2/2017	Caleb Duval - Dolphins
53	Girls 7-8 100 Medley Relay	1:14.66	7/2/2017	Druid Hills - Dolphins
	J Heilman, N Jerkunica, A McCormack, A Taylor			
54	Boys 7-8 100 Medley Relay	1:12.96	7/6/2016	Capital City Waves - Waves
	T Shippey, C Stedman, C Martenson, G Anderson			
55	Girls 9-10 100 Medley Relay	1:04.12	7/2/2013	Cherokee Town & Country Club - Indians
	H Jackson, M Simpson, K Hart, S Houk			
56	Boys 9-10 100 Medley Relay	1:03.76	7/2/2017	Capital City Waves - Waves
	C Martenson, C Stedman, W Edwards, S Yates			
57	Girls 11-12 200 Medley Relay	2:04.37	7/7/2015	Ansley Golf Club - AGC -GA
	S Bertschi, M Maloof, M Anderson, P Jenkins			
58	Boys 11-12 200 Medley Relay	2:04.54	6/30/2019	Capital City Waves - Waves
	C Stedman, J DiVenere, C Martenson, W Edwards			
59	Girls 13-14 200 Medley Relay	1:50.28	7/1/2018	Ansley Golf Club - AGC -GA
	S Mason, J Horst, M Anderson, A Jardina			
60	Boys 13-14 200 Medley Relay	1:47.98	7/6/2010	Druid Hills - Dolphins
	P Leonard, B Orr, W White, M Thurston			

# **Appendices**

**League Championship Rules**

**League Sample Forms**

**Meet Program**

**Lane Timer Sheets**

**UK Judges Placing Form**

**Entry List**

**Meet Entry Report**

**Roster of League Teams and Contact People**

**MAPS TO POOLS CAN BE VIEWED AT  
[www.atlantaswimming.com](http://www.atlantaswimming.com)**

## **Appendix 1 - Country Club Swim League Championship Rules and Regulations**

1. A Championship Meet planning meeting will be held the Thursday after the last dual meet of the season.
2. A swimmer must have participated in at least one regularly scheduled dual meet to be eligible.
3. The regular order of events will be followed with the 6 & under backstroke event being swum at the end of all freestyle events.
4. Each club shall provide 3 timers, one lane worker, one ribbon person and one volunteer coordinator. The host team, in addition, will provide an announcer and 2 runners.
5. Each team is allowed to enter two swimmers in each individual event and two relay in each relay event, only the fastest relay will score for each club.
6. Lane assignments for ALL events are based on the swimmers best time from that current dual meet season. Times from previous seasons, time trials or other non-league meets may not be used.
7. Team seating sections for athletes on deck based on their dual meet record. The team with the best dual meet record will select their section first.
8. Each swimmer is allowed to enter two individual events and two relays.
9. Teams are not required to list relay swimmer names when they submit their entries.
10. Entries must be completed in Hy Tek Team Manager and provided to Franke Marsden. All entries are due no later 4 days prior to the meet. The entry deadline for the 2021 meet is Wednesday, June 23<sup>rd</sup> by 1:00 p.m. Entries should e mailed to [frankem355@aol.com](mailto:frankem355@aol.com).
11. A backup of the meet with all team's entries will be e mailed to the teams no later than 1:00 p.m. the day prior to the meet.
12. Each team's final meet roster will stand once submitted and a meet backup has been sent to all teams. The only substitutions that will be allowed will be for swimmers who are unable to swim the night of the meet.
13. The rules regarding swimming up in age group in dual meet competition apply for this meet.
14. Only coaches and meet officials will be allowed in the roped off area.
15. Each swimmer's name will be announced prior to each event.
16. There will be a staging area behind the blocks for swimmers waiting to compete in the next 3 events. This area is off-limits to everyone but those swimmers and meet officials.
17. Swimmers will receive medals for first through third place in individual and relay events. Swimmers will receive ribbons for 4th through 6th place in individual and relay events.
18. League records may only be set during the League Championship Meet.

19. Automatic timing with touchpads (when available) and 3 backup buttons per lane will be used during the meet. Standard US Swimming timing protocols will be used to determine the order of finish. The priority of importance is touchpad, median backup button, stopwatch and finish judge.
20. Results of each event will be posted in a timely fashion. Teams have 30 minutes after the results have been posted to request a review of the official time for an event. No appeals of results may be made 15 minutes after the final event of the meet has been posted.
21. Swimmers will be presented awards on an awards podium for all individual events. Awards will be presented after each 4 individual events.
22. Scoring will be 11-9-8-7-6-5-4-3-2-1 for individual events and 22-18-16-14-12 for relay events. Only one relay per club can score points. If that a second relay places in the top 5 they will receive any according awards for that swim, but the points will go to the next highest placing club's highest placing relay.
23. Team trophies will be awarded to the top 3 teams in the meet. The trophies will be awarded at a trophy ceremony immediately following the meet.

## UNITED STATES SWIMMING TECHNICAL RULES (Rev. 4/1/19)

### 101.1 STARTS

1. Equipment — A loudspeaker start system conforming to 103.18, with or without an underwater recall device, and an electronic strobe signal visible to all manual timers for forward and backstroke starts, shall be the preferred starting device.
2. The Start
  - A. At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles or the verbal instruction "STEP UP" to remove all clothing except for swimwear, followed by a long whistle indicating that they should take and maintain their positions on the starting platform, the deck, or in the water. In backstroke and medley relay events, at the Referee's first long whistle or the instruction "STEP IN", the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position.
  - B. When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control.
  - C. On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the starting platform or the deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform. When all swimmers are stationary, the Starter shall give the starting signal.
  - D. When a swimmer does not respond promptly to the command "take your mark," the Starter shall immediately release all swimmers with the command "stand up" upon which the swimmers may stand up or step off the blocks.
  - E. A swimmer shall not be disqualified for an illegal starting position at the start if the race is permitted to proceed. Enforcement of the correct starting position is the responsibility of the Starter.
3. False Starts
  - A. Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms the Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "stand up" command and may step off the blocks.
  - B. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the Starter's observation that a violation occurred, the swimmer or swimmers who have false started shall be disqualified upon completion of the race.
  - C. If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.
  - D. A swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the "stand up" command.
4. Deliberate Delay or Misconduct
  - A. The Starter shall report a swimmer to the Referee for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start, but only the Referee may disqualify a swimmer for such delay, willful disobedience or misconduct.
  - B. The Referee shall disqualify a swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his/her heat.
  - C. Such disqualification shall not be charged as a false start.

### 101.2 BREASTSTROKE .

- 1 Start — The forward start shall be used. .
- 2 Stroke — After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement. The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn. During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.
- 3 Kick — After the start and each turn, at any time prior to the first breaststroke kick a single butterfly kick is permitted. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. The feet must be turned outwards during the propulsive

part of the kick. Scissors, alternating movements or downward butterfly kicks are not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

4. Turns and Finish — At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

#### **101.3 BUTTERFLY .**

1. Start — The forward start shall be used.
2. Stroke — After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Both arms must be brought forward simultaneously over the water and pulled back simultaneously under the water throughout the race.
3. Kick — All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.
4. Turns — At each turn the body shall be on the breast. The touch shall be made with both hands separated and simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.
5. Finish — At the finish, the body shall be on the breast and the touch shall be made with both hands separated and simultaneously at, above, or below the water surface.

#### **101.4 BACKSTROKE .**

1. Start — The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start, is prohibited. When using a backstroke ledge at the start, the toes of both feet must be in contact with the end wall or face of the touchpad. Bending the toes over the top of the touchpad is prohibited.
2. Stroke — The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.
3. Turns — Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward the breast after which an immediate continuous single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.
4. Finish — Upon the finish of the race, the swimmer must touch the wall while on the back. 101.5

#### **101.5 FREESTYLE**

1. Start — The forward start shall be used.
2. Stroke — In an event designated freestyle, the swimmer may swim any style, except that in a medley relay or an individual medley event, freestyle means any style other than butterfly, breaststroke or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.
3. Turns — Upon completion of each length the swimmer must touch the wall.
4. Finish — The swimmer shall have finished the race when any part of his person touches the wall after completing the prescribed distance.

#### **101.6 INDIVIDUAL MEDLEY —**

1. The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle. .
2. Start — The forward start shall be used.

3. Stroke — The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke, except in the freestyle, the swimmer must be on the breast except when executing a turn.
4. Turns
  - a. Intermediate turns within each stroke shall conform to the turn rules for that stroke, except that in the freestyle turn, the swimmer must return to the breast before any kick or stroke.
  - b. The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:
    - i. Butterfly to Backstroke — The swimmer must touch as described in 101.3.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.
    - ii. Backstroke to Breaststroke — The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.
    - iii. Breaststroke to Freestyle — The swimmer must touch as described in 101.2.4. Once a legal touch has been made, the swimmer may turn in any manner and must return to the breast before any kick or stroke.
5. Finish — The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.

#### **101.7 RELAYS**

1. Freestyle Relay — Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
2. Medley Relay — Four swimmers on each team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used as described in 101.6 (Individual Medley) shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.
3. Rules Pertaining to Relay Races
  - a. A No swimmer shall swim more than one leg in any relay event.
  - b. When automatic relay take-off judging is used, each swimmer must touch the touchplate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
  - c. In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.
  - d. Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race.  
Exception: When an in-the-water start is required or such start is approved by the Referee.
  - e. Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
  - f. In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
  - g. In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.
  - h. On relays, the second, third and fourth swimmers are prohibited from starting from the top of the adjustable back plate. A swimmer must have at least part of one foot in contact with the starting platform in front of the adjustable back plate during a relay exchange.

## 2021 COUNTRY CLUB SWIM LEAGUE CONTACT LIST

**ANSLEY GOLF CLUB: 196 Montgomery Ferry Dr., NE, Atlanta 30309 (404-875-1687)**

Club Manager: Margarita Gilo; (4/875-1687 #2248) [MGilo@ansleygolfclub.org](mailto:MGilo@ansleygolfclub.org)

FITNESS DIRECTOR: Bobbie Bell, (4/875-1687, #2299), [bbell@ansleygc.org](mailto:bbell@ansleygc.org)

SWIM TEAM COORDINATOR/AQUATICS DIRECTOR: Erica Krause:

[ekrause@ansleygc.org](mailto:ekrause@ansleygc.org) (4/851-7903)

COACHES: Caitlin Muldoon [ansleysharks@gmail.com](mailto:ansleysharks@gmail.com)

PARENT REP: Denise Paultre [paultre@att.net](mailto:paultre@att.net) (4/874-2589)

**CAPITAL CITY COUNTRY CLUB: 53 West Brookhaven Dr., NE, Atlanta 30319; (4/233-**

**2121) Asst. General Mgr, Brookhaven: Hugo Welch (4/231.2121), [hugo@capitalcityclub.org](mailto:hugo@capitalcityclub.org)**

Asst. Club Mgr., Brookhaven: Chris Fleury (4/231-2121), [cfeury@capitalcityclub.org](mailto:cfleury@capitalcityclub.org)

COACH: Liz Gray (4/931-9511), [lizdgray@me.com](mailto:lizdgray@me.com)

COMMITTEE CO-CHAIRPERSONS: Jenn and Troy Ingham [jingham@yahoo.com](mailto:jingham@yahoo.com) 404-416  
9365

**CHEROKEE TOWN & COUNTRY CLUB: 155 West Paces Ferry Road, Atl 30305, 4/365-**

**1200; Fax: 4/365-6705 Director of Fitness and Wellness: Matthew Spangenberg**

[mspanenberg@cherokeetcc.org](mailto:mspanenberg@cherokeetcc.org) (4/365-1225)

Asst. Director of Fitness and Wellness: Aaron James [ajames@cherokeetcc.org](mailto:ajames@cherokeetcc.org) (4/365-1243)

Head Swim Coach: Danny Palma [swimteam@cherokeetcc.org](mailto:swimteam@cherokeetcc.org) (4/365-1243)

Swim team co-presidents: Whitney O'Brien [whitneyobrien@gmail.com](mailto:whitneyobrien@gmail.com), Meredith Underwood  
[meunderwood@gmail.com](mailto:meunderwood@gmail.com)

**DRUID HILLS GOLF CLUB: 740 Clifton Road, Atlanta 30307; (4/377-1766, ext. 514; Fax:**

**4/373-001) Robyn Whittemore: [rwhittemore@dhgc.org](mailto:rwhittemore@dhgc.org) Nina Wagner: [nwagner@dhgc.org](mailto:nwagner@dhgc.org)**

Kayleigh Apel: [kapel@dhgc.org](mailto:kapel@dhgc.org) HEAD COACH: Josh Hersko (4/771-3114)

[herskojr@hotmail.com](mailto:herskojr@hotmail.com) CHAIRMAN: Alyse Ramer [alyser@comcast.net](mailto:alyser@comcast.net) (7/843-2005)

PARENT REPS: Leigh Arwood [arwoodleigh@gmail.com](mailto:arwoodleigh@gmail.com) (4/580-1021) Carolyn Wright  
[Carolyn.mcconnell@gmail.com](mailto:Carolyn.mcconnell@gmail.com) (4/545-5161)

**PIEDMONT DRIVING CLUB: 1215 Piedmont Ave., NE, Atlanta 30309 (4/875-2565; FAX**

**(4/875-4089) ATHLETIC DIRECTOR: Marty Hutchinson, (4/870-3290),**

[mhutchinson@drivingclub.com](mailto:mhutchinson@drivingclub.com), SWIM TEAM ADMINISTRATOR: Annette Zwilling

[azwilling@drivingclub.com](mailto:azwilling@drivingclub.com) 404-870-3297 HEAD COACH/COORDINATOR: Tracy Collett

(678/358-5931); [tracyleighcollett@gmail.com](mailto:tracyleighcollett@gmail.com) ; [swimteam@drivingclub.com](mailto:swimteam@drivingclub.com)

PARENT REPS: Kevin Reavey [kevin.reavey@cbre.com](mailto:kevin.reavey@cbre.com)

Swim team Mom: Katie Douglas (4/786-0421) [katieddouglas@gmail.com](mailto:katieddouglas@gmail.com)

Debbie Cushing, League Secretary (H-4/373-5030; C-4/408-6967; O-4/609-6343;

[debbiecushing@bellsouth.net](mailto:debbiecushing@bellsouth.net); [debbiec@westminster.net](mailto:debbiec@westminster.net)

OFFICIALS: Franke Marsden (4/352-3046-O or 4/664-3975-C); [frankem355@aol.com](mailto:frankem355@aol.com); 2395

Christophers Walk, Atlanta 30327 Matt Murphy, [matt@atlantaswimming.com](mailto:matt@atlantaswimming.com);



# Hy Tek Training for the Country Club Swim League

Equipment Needs

**Laptop, Laser Printer, White and Colored Paper, Labels, Shade, Surge Protector, 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.**

## 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 05/20/21.
- c. The meet age up date is 05/20/21.
- 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.

The screenshot shows the 'System Preferences' dialog box. The 'Meet Age-Up Date' section has 'May 20, 2021' selected. The 'System Age-Up Date' section has 'May 20, 2021' selected and an 'Age-Up' button. The 'OK' and 'Cancel' buttons are at the bottom.

## 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

- 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 to remove any swimmers you are certain will not swim with your team this season. This step will prevent you accidentally entering one of those swimmers in a meet. This is only needed for swimmers who won't swim for the entire season.
- b. To import your swimmers from your online registration provider by selecting File –Import - Athlete Rosters.
- 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....

#### **V. Adding or Editing Events**

Once you have set up the meet click on Events to add the events. You can import a sample meet setup with event file that was e mailed to your team. This file can also be found at <https://atlantaswimming.com/swim-leagues/country-club/> by selecting TM Event File. From the main menu select File – Import – Meet Events and select the league provided event file. 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.

TEAM MANAGER - Database: C:\TM5Data\APS.mdb - [Events]

Add Edit Delete View **Copy Events** Sessions Print Help

Show Only "Faster than" Time STD / Qual

Entry Events  
 Result Events

Agegroups:  Stroke:

Gender:  Distance:

Session	Division	Event #	Gen	Distance	Stroke	Age	WR
1		1	M	200	Medley	Open	R
1		2	F	200	Medley	Open	R
1		3	M	200	Free	Open	I
1		7	M	50	Free	Open	I
1		8	F	50	Free	Open	I
1		11	M	100	Fly	Open	I
1		13	M	100	Free	Open	I
1		14	F	100	Free	Open	I

Copy Events

Meet: 07-Feb-20 2019 GHSA 6-7A State Swimming

**Copy Options**

All Events  
 Individual Events Only  
 Relay Events Only  
 Also Copy Entries

**Copy Options**

Entry Events  
 Results Events  
 Both

OK Cancel

## 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.

Last Name	First Name	MI	Attending	Not Attending	No Response	Gen	Birth
Bashir	Alajah	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	21-Apr-05
Beamon	Andrew		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	01-Jan-01
Beck	Karl		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	12-Sep-01
Beck	Karl	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	12-Sep-01
Berger	Josephine		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	15-May-02
Berger	Yoshi	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	15-May-02
Bransford	Olivia		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Bransford	Olivia	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	20-Jun-02
Bray	Liam	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	21-Sep-03
Bray	Liam		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	21-Sep-03
Brown	Melissa		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Browning	Riley	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	21-Dec-04
Capuleto	Carolyn		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Castellano	Angelora		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	08-Sep-00
Chan	Zoe		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
Chan	Zoe	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	10-Jul-04

## 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 (or Team Unify or Swimtopia) 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.**

Event: [1] | Swim for Team: GRDY-GA | Session: | Meet Division: |

22-Jan-20 2020 APS Jan 22 Meet

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	M	200	Medley	Open	R						
1		2	F	200	Medley	Open	R						
1		3	M	200	Free	Open	I						
1		4	F	200	Free	Open	I						
1		5	M	200	IM	Open	I						
1		6	F	200	IM	Open	I						

Show Swim-Up Athletes | Team: GRDY-GA | WM Gr: | @ indicates a Relay Only swimmer  
 Only Athletes Already in Meet | Yr: | WM Sub: | Right Click to enter as Relay Only swimmer  
 Only Athletes Already in Session | Group: | Standards: |  
 Only Pre-Entered Athletes | Subgroup: | Clear All 4 Best | Select All 4 Best | \* = converted time  
 Only Pre-Entered with No Entries

Last Name	First Name	MI	Entrd	4Bst	Best Time	Bonus	Gen	Age	Yr	Birth
Beamon	Andrew		<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.32Y	<input type="checkbox"/>	M	19		01-Jan-01
Beck	Karl	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.23Y	<input type="checkbox"/>	M	18	SR	12-Sep-01
Beck	Karl		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	18	SR	12-Sep-01
Bray	Liam	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	16	SO	21-Sep-03
Bray	Liam		<input type="checkbox"/>	<input checked="" type="checkbox"/>	25.99Y	<input type="checkbox"/>	M	16	JR	21-Sep-03
Coffman	Oliver	J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	29.33Y	<input type="checkbox"/>	M	15	SO	28-May-04
Compton	Zode		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.66Y	<input type="checkbox"/>	M	18	SR	13-Jun-01
Constantinides	Phaethon	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:37.65Y	<input type="checkbox"/>	M	18	SR	21-Feb-01
Davey	Ethan		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M			
Davey	Ethan		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	9	SR	
Donnelly	Barrett		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26.51Y	<input type="checkbox"/>	M	14	JR	
Ely	Jarrett	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	17	JR	26-Nov-02

New Relay | Include Relay Non Lead-Off Splits  
 Clear Swimmers | Find Best Relay | Best Relay Re  
 Best: Free

Swimmers	Class	Ent	Best	Custom	Ex	Ht	LN
1 Davey, Ethan	SR	<input checked="" type="checkbox"/>	1:45.78Y		<input type="checkbox"/>	1	3
2 Ely, Jarrett	JR						
3 Donnelly, Barrett	JR						
4 Davey, Ethan							
5							
6							
7							
8							

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	M	200	Medley	Open	R						
1		2	F	200	Medley	Open	R						
1		3	M	200	Free	Open	I						
1		4	F	200	Free	Open	I						
1		5	M	200	IM	Open	I						
1		6	F	200	IM	Open	I						

  

<input checked="" type="checkbox"/> Show Swim-Up Athletes	Team: GRDY-GA	WM Gr: [ ]	Cutoff Time F % indicates a time * indicates a time = converted time
<input type="checkbox"/> Only Athletes Already in Meet	Yr: [ ]	WM Sub: [ ]	
<input checked="" type="checkbox"/> Only Pre-Entered Athletes	Group: [ ]	Standards: [ ]	
<input type="checkbox"/> Only Pre-Entered with No Entries	Subgroup: [ ]	Clear All / Enter All	

  

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age	Yr
Bashir	Alajah	I	<input type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	14	FR
Berger	Josephine		<input type="checkbox"/>	GRDY	2:41.61Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	17	SR
Berger	Yoshi	I	<input type="checkbox"/>	GRDY	2:42.66Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	17	SR
Bransford	Olivia	M	<input checked="" type="checkbox"/>	GRDY	3:29.28Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	3	F	14	JR
Brown	Melissa		<input type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F		
Browning	Riley	M	<input checked="" type="checkbox"/>	GRDY	2:27.69Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	5	F	15	FR
Capuleto	Carolyn		<input checked="" type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	F	9	SR
Castellano	Angelora		<input type="checkbox"/>	GRDY	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	19	SR
Chan	Zoe	M	<input type="checkbox"/>	GRDY	2:25.18Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			F	15	SO

## 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 for use in Meet Manager. 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 also 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. You also want to include a full team roster export of all swimmers on your team, even if they are not entered in the meet. This file is created by selecting File, Export, Athletes/Teams. Teams will not need to exchange lineups with their opponents in 2021. The still need to create the needed files though for their own use in Meet Manager.

## 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.

You can use the backup and restore feature to transfer your database from one computer to the next.

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.

**Meet Manager- This is the software you will use to generate your meet programs, meet results, score the meet, and generate all forms needed to run your meet.**

**Teams need to start by loading the league template meet that has all scoring setups and league rules factored in. Once this meet is loaded teams can build their remaining meets using this template.**

### **How to load the meet template**

1. Teams will be e mailed the meet template backup prior to the season, and can also find the file at <https://atlantaswimming.com/swim-leagues/country-club/>
2. Open Meet Manager and select File Open/New. Name the database 2021 CCSL Template.
3. Input the information in the Meet Setup screen.
  - a. Name Meet Visiting Team at Home Team (Year)
  - b. Location, Start Date, End Date.
  - c. ID Format is USS
  - d. Host LSC is GA
  - e. Class is Age Group
  - f. Meet style is Standard
  - g. Pool Size/Number of Lanes, Course, Meet Style Standard
  - h. Age up date is 05/20/2021
  - i. Timing adjustment is FINA
4. Select OK, this should return you to the main screen of Meet Manager
5. Go to File – Restore (choose the first option, Replace Currently Open Database) and select OK.
6. Select the CCSL provided meet template backup swmm8bkupCCSLtemplate 2021-001.zip and select Open.
7. Follow the prompts from there to load the template meet.

### **Setting Up Your Remaining Meets**

1. Select File – Save As
2. Name your database for that particular meet (ex. 2021 AGC vs CCC) and select Open
3. Go to Setup – Meet Setup and change the date and name of the meet and select OK
4. Repeat this process for your next meet. Be sure to do this before you import entries or rosters for a meet.

### **What is in the databases and steps to set up your weekly meets.**

#### **I. 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. Age up date is 05/20/2021

#### **II. Athlete/Relay Preferences**

Enter Ages, Enter Birth dates, Date for age is 05/20/18, Use Auto Increment

#### **III. Report Preferences**

- a. Select the header of your choice
- b. Use Format to check off Show Score After Each Event (Choose Combined)



- c. Use Printer Preferences to select the number of copies and which printer to use.

#### **IV. Entry/Scoring Preferences**

##### **a. Scoring/Awards Preferences**

1. For virtual meets do not check the box marked SCORE FASTEST HEAT ONLY (With virtual meets, all heats are eligible to score points)
  2. Maximum Scorers for Individual Events are 3
  3. Maximum Scorers for Relay Events are 1
  4. 6 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 4 for relay events. When done, click on OK to save changes.

#### **V. Timing Console Interface should be set to Omega OSM 6 / ARES 21.**

#### **VI. Events (You can import this file with the meet Backup, it will be provided to each team)**

- a. Click Events
- b. Heat Order should be Fast to Slow
- c. Rounds should be set to Timed Final
- d. Records, Event Comments
  1. Teams can add their team records by selecting Records and adding the record they want to include.
  2. Teams will then need to input the records for each event they want included.
  3. When the meet is done teams can go to this same location and select Update and the computer will find any records that were broken that week.

#### **VII. Teams - Complete as much info as you can or this info will be imported with entries.**

#### **VIII. Athletes**

In most cases this info will be imported with the meet entries, however, if you need to add a swimmer who is not in the database use the following steps.

- a. Enter Athletes by importing your team roster from Team Manager. Use File tab to select Import Rosters and select your team.
- b. In order to add athletes, be sure to include Team Affiliation.
- c. Double Click on Athlete to access their info to edit.
- d. Use Sort By: Tab to look at swimmers any way you want, or use Filter Tab.

#### **IX. Importing team's entries.**

- a. Use the file tab to import entries and select Import/Entries.
- b. The file to import will follow the format TeamAbbv-GA-Entries00x. Select that file and follow the steps from there.
- c. Once you are done importing go to the Run menu to see that the entries were imported and match the printout that you have.
- d. Once you have both teams' entries in the computer use the Adjust button in the Run menu to make any substitutions or changes to swimmers or lane assignments.

**Relays -** You can enter your relays without using the tab and do not have to enter relay names unless you want to have them for ribbon purposes.

#### **X. Seeding Your Entries**

- a. With virtual meets, teams can actually seed their entries if they choose. Please keep in mind, this will assign swimmers to lanes specifically based on their times. Swimmers without a time in Team Manager will be placed in the slowest heat with other swimmers

with no time or the slowest seed time. If you don't want to have this happen DON'T SEED THE MEET.

- b. Once you have all entries imported into Meet Manager for the meet select Seeding then Select All and then Start Seeding. This will assign lanes for all swimmers strictly on their seed times and minimize the number of heats and eliminate the need to manually assign heats and lanes in Team Manager.

#### **XI. Entering Your Swimmers or Adjusting Your Entries Once They Have Been Imported – Meet Consolidation**

Use the Run Tab to view Event List. Select the event you want to do entries for.

- a. 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.
- b. 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.
- c. Click on Show Eligible Athletes to get a list of swimmers to select from.
- d. Drag swimmers to the heat and lane you want them to swim in.
- e. You can also double click on an empty lane and type in the first few letters of the swimmers last name and then select the swimmer you want to enter and then click OK.
- f. Double Click on a swimmer to remove them from the heat.
- g. ONCE YOU ARE DONE CLICK ON ACCEPT TO SAVE.
- h. **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.

#### **X. Combining Events**

In some cases you may have few swimmers in events and the ability to combine an event and save time opens up. To do this you should manually move the swimmers into lanes that will allow this to work. Do NOT try to do mixed gender events or try to use the Combine option in the Run menu. For example if you have 1 boy in the 13-14 50 free and 1 girl in the 13-14 50 free you would move the boy to lane 3 in their event; you would move the girl to lane 3 in her event. Make a note of this so you can notify the other team (especially their coaches), the referee, your deck manager and the place judges that this event will swim as a combined event. The times and places will get recorded on the paperwork for their respective events and will come to the computer operator looking like the event swam alone.

#### **XI. Meet Program Report to generate the Heat Sheet -Reports – Meet Program**

- 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. This can be done using the filtering options at the top of the Meet Program screen used to create the report.
- 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.)

select All De-Select Preferences Memorize View Create Report Less than minute interval

Gender: All, Male, Female; Age Range: Team; Rounds: All Rounds, Prelims Only, Finals Only, Round 1 Only; Indiv + Relays, Indiv Only, Relays Only

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events

Evt #	Rnd	Status	Event Name	Heats
60	F	Seeded	Boys 9-10 25 Yard Breaststroke	2
61	F	Seeded	Girls 11-12 50 Yard Breaststroke	1
62	F	Seeded	Boys 11-12 50 Yard Breaststroke	1
63	F	Seeded	Girls 13-14 50 Yard Breaststroke	1
64	F	Seeded	Boys 13-14 50 Yard Breaststroke	1
65	F	Seeded	Girls 15-18 50 Yard Breaststroke	1
66	F	Seeded	Boys 15-18 50 Yard Breaststroke	1
67	F	Seeded	Girls 7-8 25 Yard Butterfly	1
68	F	Seeded	Boys 7-8 25 Yard Butterfly	1
69	F	Seeded	Girls 9-10 25 Yard Butterfly	1
70	F	Seeded	Boys 9-10 25 Yard Butterfly	1
71	F	Seeded	Girls 11-12 50 Yard Butterfly	1
72	F	Seeded	Boys 11-12 50 Yard Butterfly	1
73	F	Seeded	Girls 13-14 50 Yard Butterfly	1
74	F	Seeded	Boys 13-14 50 Yard Butterfly	1

Columns / Format | Include in Meet Program | Psych List - Sort Order

Records, Time Standards, Entry Qualifying Time, Event Comments, Entry Times, Line For Results, Events With No Entries, Round 1 Alternates, Qualifying Alternates, Prior Round Results, Heat Start Times, Empty Lanes, Separate A/B Finals, Logos in Footer, Check-In Times, Message 1 In Footer, Message 2 In Footer, Message 3 In Footer, Relay Athlete Names (0-8): 4, Top How Many:

**XII. Worksheets for your Timers – Reports - Lane Timer Sheets (Continuous format).**

Lane / Timer Sheets

select All De-Select Preferences Memorize View Create Report

Gender: All, Male, Female; Age Range: Team; Rounds: All Rounds, Prelims Only, Finals Only, Round 1 Only; Indiv + Re, Indiv Only, Relays O

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events

Evt #	Rnd	Status	Event Name	Heats
1	F	Scored	Girls 6 & Under 100 Yard Freestyle Relay	1
2	F	Scored	Boys 6 & Under 100 Yard Freestyle Relay	0
3	F	Scored	Girls 7-8 100 Yard Medley Relay	1
4	F	Scored	Boys 7-8 100 Yard Medley Relay	1
5	F	Scored	Girls 9-10 100 Yard Medley Relay	1
6	F	Scored	Boys 9-10 100 Yard Medley Relay	1
7	F	Scored	Girls 11-12 200 Yard Medley Relay	1
8	F	Scored	Boys 11-12 200 Yard Medley Relay	1
9	F	Scored	Girls 13-14 200 Yard Medley Relay	1
10	F	Scored	Boys 13-14 200 Yard Medley Relay	1
11	F	Scored	Girls 15-18 200 Yard Medley Relay	1

Format: Continuous, 2 Events or Lanes Per Page, 1 Event Per Page Per Lane, UK Judge's Placing Sheet; Heats: All Heats, Odd Heats Only, Even Heats Only; Parameters: Include Entry Time, Double Space, Using Touch Pads, Include Athlete ID, Relay Athlete Names (0-8): 4, Lanes: 1, 6; Split Distance: 25, 50, 100; # Events Break for Continuous; Sort By: Lane then Event, Event then Lane, Session Order; Lanes: All Lanes, Odd Lanes Only, Even Lanes Only

- XIII. Entry List – Reports- Entry List .** This is a report to show swimmers what they are swimming for one last printout of the up to the date entries for the meet.
- a. Show relays + individual events and sort by age.
  - b. Include heat and lane in information.
  - c. You can use the filters to printout one age/sex group at a time.

**XIV. Working at the Meet – The league will provide a computer operator for your meets, the following steps are for your information if you need to operate the meet on your own.**

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. Share the workload if possible and share the information.

- A. 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. 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.
- D. Print 2 copies. One for you one for the visitor.
- E. If you correct an event after you have scored it be sure to click on Re-Score.
- F. 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.

**XV. When the meet is done.**

- a. Back up the meet onto a flash drive. Do this with the File tab and select Backup.
- b. Select the Results tab under Reports tab. Print copies for yourself and the visitor.
- c. Use File / Export to export a results file to Team Manager.

**XVI. Other Issues**

- A. Provide copies of results to the visitor for each event, not just a final report.
- B. 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. If you have a floppy disk in the drive when you export a file or backup a meet database it will usually look for the floppy as the place to put the file.
- C. Get as many substitutions done as early as possible.

# Individual Meet Entries Report (By Event)

## Individual Meet Entries Report

Woodward 03-Feb-04 Yards

Location: Woodward

<b># 1 Men 200 Medley Relay A WMS3</b>	1/5	1:41.20Y	Benefield, Caroline	WMS3-GA 1/3	2:09.84Y
1 DuPuis, Nick			Zick, Stephanie	WMS3-GA 1/7	2:10.43Y
2 Murphy, Trevor			Reel, Jessie	WMS3-GA 1/1	2:15.03Y
3 Dash, Eliot					
4 Faux, Geoffrey			<b># 5 Men 200 IM</b>		
<b># 1 Men 200 Medley Relay B WMS3</b>	1/3	NT	Brown, Jack	WMS3-GA 1/5	1:54.05Y
1 Kim, Minsoo			Dash, Eliot	WMS3-GA 1/3	2:14.67Y
2 Harris, Hunter			Barrow, Brant	WMS3-GA 1/7	2:16.12Y
3 Bondurant, Will			Bondurant, Will	WMS3-GA 1/1	2:18.12Y
4 Ogburn, Charlie			<b># 6 Women 200 IM</b>		
<b># 1 Men 200 Medley Relay C WMS3</b>	1/7	NT	McCrackin, Miriam	WMS3-GA 1/3	2:13.18Y
1 Knezo, Alex			Lipsey, Lindsay	WMS3-GA 1/5	2:16.23Y
2 Sebel, James			Greenburg, Julia	WMS3-GA 1/7	2:36.08Y
3 Byrne, Jacob			Dutcher, Jessie	WMS3-GA 1/1	2:47.45Y
4 Bendeck, Victor			<b># 7 Men 50 Free</b>		
<b># 2 Women 200 Medley Relay A WMS3</b>	1/5	1:40.18Y	Faux, Geoffrey	WMS3-GA 1/7	23.24Y
1 Zick, Stephanie			Green, Richmond	WMS3-GA 1/5	23.47Y
2 Zubowicz, Victoria			Kilgore, Cada	WMS3-GA 1/3	23.98Y
3 Hill, Elizabeth			Kim, Minsoo	WMS3-GA 1/1	24.63Y

# Individual Meet Entries Report (By Name)

## Individual Meet Entries Report

Woodward 03-Feb-04 Yards

Location: Woodward

WOMEN					
<b>Bell, Katherine</b>			WMS3-GA	# 18	Women 200 Free Relay D
# 2 Women 200 Medley Relay B				<b>McChesney, Meagan</b>	WMS3-GA
# 14 Women 100 Free	1/5	52.38Y		# 2 Women 200 Medley Relay A	
# 18 Women 200 Free Relay A				# 8 Women 50 Free	1/3 27.31Y
# 24 Women 400 Free Relay B				# 14 Women 100 Free	1/7 1:00.33Y
<b>Benefield, Caroline</b>			WMS3-GA	# 24 Women 400 Free Relay B	
# 4 Women 200 Free	1/3	2:09.84Y		<b>McChesney, Ryan</b>	WMS3-GA
# 16 Women 500 Free	1/3	5:51.53Y		# 8 Women 50 Free	1/5 26.47Y
# 18 Women 200 Free Relay C				# 18 Women 200 Free Relay A	
# 24 Women 400 Free Relay C				# 20 Women 100 Back	1/7 1:05.79Y
<b>Berger, Brittany</b>			WMS3-GA	# 24 Women 400 Free Relay A	
# 2 Women 200 Medley Relay D				<b>McClellan, Katie</b>	WMS3-GA
# 16 Women 500 Free	1/1	7:02.05Y		# 4 Women 200 Free	1/5 2:08.75Y
# 24 Women 400 Free Relay D				# 16 Women 500 Free	1/5 5:37.51Y
<b>Blakely, Linda</b>			WMS3-GA	# 18 Women 200 Free Relay C	
# 2 Women 200 Medley Relay C				# 24 Women 400 Free Relay C	
# 8 Women 50 Free	1/7	28.35Y		<b>McCrackin, Miriam</b>	WMS3-GA
# 18 Women 200 Free Relay C				# 2 Women 200 Medley Relay C	
# 24 Women 400 Free Relay C				# 6 Women 200 IM	1/3 2:13.18Y
<b>Dutcher, Jessie</b>			WMS3-GA	# 12 Women 100 Fly	1/3 1:03.45Y
# 2 Women 200 Medley Relay C				# 18 Women 200 Free Relay C	
# 6 Women 200 IM					

# Lane Timer Sheet (Continuous Format by Lane)

Event 1 Boys 200 Yard Medley Relay Finals					Official Time
Lane 1	Heat 1	Westminster D	WMS3	NT	_____
Event 2 Girls 200 Yard Medley Relay Finals					Official Time
Lane 1	Heat 1	Westminster D	WMS3	NT	_____
Event 3 Boys 200 Yard Freestyle Finals					Official Time
Lane 1	Heat 1	Andrew Ray FR	WMS3	2:10.29	_____
Event 4 Girls 200 Yard Freestyle Finals					Official Time
Lane 1	Heat 1	Elizabeth Hill SO	WMS3	1:51.01	_____
Event 5 Boys 200 Yard IM Finals					Official Time
Lane 1	Heat 1	Trevor Murphy SO	WMS3	NT	_____
Event 6 Girls 200 Yard IM Finals					Official Time
Lane 1	Heat 1	Alison Reed SR	WMS3	2:30.85	_____
Event 7 Boys 50 Yard Freestyle Finals					Official Time
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
				7	Nick DuPuis	FR WMS3	2:11.37	6	Ali Gray	FR WMS3	NI
				8	David Pinelli	SO MAR4	2:39.27				
<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					2	Rob Stanfield	SR MAR4	1:03.09
2	MAR4	B	NT					3	Cada Kilgore	SO WMS3	1:13.87
	Stephanie Uribe FR	Rachel Eddy JR						4	Casey Arundel	JR MAR4	55.31
	Meg Ingraham SR	Carla Uribe SR									